



# PRIOR WRITTEN NOTICE

(34 CFR 300.503)

## STUDENT INFORMATION

Student's Name Examples of what to include in the IEP PWN	Initials	Birth Date	Age	Gender	Grade 12	Today's Date 8/18/2025
Parent/Guardian Name High School Graduation-PWN	Parent/Guardian Address					
School District	School		Teacher NOTE: Example numbers do not always align with HS grad form check box numbers.			

## ACTION(S) PROPOSED OR REFUSED

- ☒ Initiation or change in the educational placement of the student.  
☒ Initiation or change in the provision of FAPE to the student.

DESCRIPTION OF THE SPECIFIC PROPOSED OR REFUSED ACTION(S): ☐ Additional Documentation attached

Example 1: [Student] is expected to graduate on [month/day/year] with a regular high school diploma. If high school graduation requirements are met by that time, the student will be exited from special education.

Example 2: [Student] requires an additional year of high school. The IEP team developed an Individualized Educational Program for the next school year.

Example 3: [Student] will age out prior to receiving a regular high school diploma. The district will not provide special education services for the next school year due to the student exceeding the age for eligibility for FAPE.

EXPLANATION OF WHY THE DISTRICT PROPOSED OR REFUSED TO TAKE THE ACTION(S): ☐ Additional Documentation attached

Example 1: [Student] is expected to meet graduation requirements for a regular high school diploma. Upon receipt of a regular high school diploma, [Student]'s eligibility for special education services under IDEA will end.

Example 2: [Student] requires additional transition education and services in the areas of employment, education/training, and independent living to continue working to make progress towards their postsecondary goals.

Example 3: [Student] is not expected to meet graduation requirements for a regular high school diploma before reaching the maximum age for FAPE eligibility, which is age 22 in Montana. [Student] will turn 22 on [month/day/year], which will make them no longer eligible for special education services under IDEA.

**DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT THE DISTRICT USED AS A BASIS FOR THE PROPOSAL OR REFUSAL:** ☐ Additional Documentation attached

Example 1: A review of [Student's] transcripts, classroom-based assessments, progress reports, and IEP indicates [Student] will meet state and local graduation requirements, as well as the goals and achievements of the IEP. The student must successfully complete the following courses and/or requirements to graduate: English 12 and Economics.

Example 2: A review of [Student's] transcripts, classroom-based assessments, progress reports, IEP, teacher input and parent input indicate the [Student] requires additional transition education and services in the areas of employment, education/training, and independent living.

Example 3: A review of [Student's] transcripts, classroom-based assessments, progress reports, and IEP indicates [Student] will not meet state and local graduation requirements prior to aging out.

**DESCRIPTION OF ANY OTHER OPTIONS THE DISTRICT CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:**

☐ Additional Documentation attached

Example 1: Continuation of special education services beyond [graduation date] was determined not appropriate because the student is expected to have met high school graduation requirements by that time.

Example 2: The team considered extending enrollment into the next school year, but determined [Student] is on track to graduate with a regular high school diploma, has made excellent progress toward meeting his/her postsecondary goals, and is prepared to graduate.

Example 3: The team considered graduation, but a review of existing data indicates [Student] requires additional transition education and services in the areas of employment, education/training, and independent living.

**DESCRIPTION OF OTHER FACTORS RELEVANT TO THE DISTRICT'S PROPOSAL OR REFUSAL TO TAKE THE ACTION:**

☐ Additional Documentation attached

Example 1: In the event [Student] does not meet requirements to graduate with a regular high school diploma on [month/day/year], the team will reconvene to revise the IEP and develop a course of study for the following school year.

Example 2: Upon graduation, [Student] will receive a Summary of Performance. This summary will include recommendations to assist the student in meeting his or her postsecondary goals.

Example 3: Upon aging out, the school district will provide [Student] with a Summary of Performance. This summary will include recommendations to assist the student in meeting his or her postsecondary goals.

As a parent of a child with a disability, you have certain protections under the Procedural Safeguards of the Individuals with Disabilities Education Act (IDEA). You may obtain a copy of the pamphlet ["Procedural Safeguards in Special Education"](#) by clicking the link, or by requesting a copy from the school district.

For assistance in understanding the provisions of the Individuals with Disabilities Education Act (IDEA) you may contact your child's school, the Office of Public Instruction at (406) 444-5661, or the Montana Empowerment Center at 1-877-870-1190.

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