**Sample Letter: Request for Prior Written Notice**

[Parent Name]  
[Address]  
[City, State, Zip]  
[Phone / Email]

Date: [Insert Date]

To:  
[Special Education Director / Superintendent]  
[School District Name]  
[District Address]

Re: Request for Prior Written Notice  
Student: [Child’s Full Name], DOB: [Date of Birth]

Dear [Special Education Director / Superintendent],

I am writing to formally request Prior Written Notice (PWN) as required under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1415(b)(3) and 34 C.F.R. § 300.503.

Specifically, I request that the district provide Prior Written Notice addressing:  
1. The district’s refusal to document my child’s diagnosis of dyslexia on the IEP.  
2. The district’s refusal to include the methodology/program recommended by my child’s neuropsychologist on the IEP.

As required by 34 C.F.R. § 300.503(b), the Prior Written Notice must include:  
- A description of the action proposed or refused by the district.  
- An explanation of why the district is proposing or refusing to take the action.  
- A description of each evaluation procedure, assessment, record, or report used as a basis for the proposed or refused action.  
- A statement that the parents of a child with a disability have protection under the procedural safeguards of Part B of the Act.  
- Sources for parents to contact to obtain assistance in understanding these provisions.  
- A description of other options considered and the reasons why those options were rejected.  
- A description of other factors relevant to the district’s proposal or refusal.

I also remind the district that in R.E.B. v. Hawaii Department of Education, the court ruled that if a specific methodology is critical for a child to access education and make meaningful progress, that methodology must be written into the IEP and delivered consistently.

For my child, both the recognition of the dyslexia diagnosis and the use of the recommended structured literacy methodology are critical to ensuring access to a Free Appropriate Public Education (FAPE).

**Additionally, please note that the diagnoses of dyslexia and related disorders such as dysgraphia and dyscalculia all fall within the federal eligibility category of Specific Learning Disabilities (SLD). There is no legal reason these diagnoses should not be documented on a child’s Individualized Education Program (IEP). More importantly, documenting the diagnosis clarifies what evidence-based interventions my child is entitled to receive in order to make meaningful educational progress.**

Please provide this Prior Written Notice in compliance with federal law.

Thank you for your prompt attention to this request.

Sincerely,  
[Parent Name]  
(Signature)

**REMEMBER:** Keep a signed copy of this letter for your records. Send it to the school district via certified mail or email with a “read receipt” to ensure documentation of delivery.