**Sample Parent Letter Requesting PWN**

Dear [Special Education Director/IEP Case Manager],

I am writing to formally request a Prior Written Notice (PWN) in accordance with 34 C.F.R. §300.503. Specifically, I request that the PWN include the district’s proposals and/or refusals regarding the following matters discussed at my child’s recent IEP meeting:

• Identification, evaluation, or educational placement of my child.

• Provision of Free and Appropriate Public Education (FAPE).

• Any requests I have made that the district has refused.

Please ensure that the PWN contains all seven required elements under IDEA, including an explanation of the decision, the data relied upon, options considered, and relevant factors.

I appreciate your prompt attention and request that the PWN be provided within a reasonable time so that I may consider the proposed or refused actions. Thank you for your cooperation.

Sincerely,

[Parent’s Name]

[Address]

[Phone/Email]