

Early Intervention Prior Written Notice (PWN) to Start or Revise an IFSP in SpEd Forms

A Prior Written Notice needs to be created anytime you create or change an IFSP.

Log into SpEd Forms and navigate to your SpEd dashboard if you are not already there.

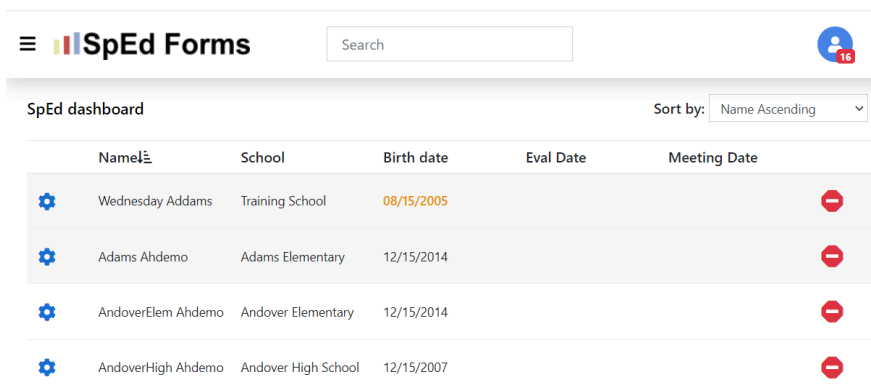
Students in gray are kids that you have been assigned as the case manager. Students in white are students that you have edit rights to, but not case manager rights. In the end, the only additional right you get as a case manager is the ability to assign other staff as editors. You could still do all of this work if you were just an editor.

Case management typically is assigned by a lead teacher in most situations and programs. In EIP, case management is assigned by a secretary.

Click on the name of the student you'd like to work on.

After selecting the student, you will select Early Intervention Prior Written Notice (PWN) to Start or Revise an IFSP. This document is located within the SERVICE PLAN folder, so you may need to click on that folder to open it up to find the document.

If you don't see SERVICE PLAN or Early Intervention Prior Written Notice (PWN) you may need to change to drop down in the top right corner so that it says IFSP.



The screenshot shows the SpEd Forms dashboard. At the top, there is a search bar and a user profile icon. Below the header, the 'SpEd dashboard' section displays a table of students. The table has columns for Name, School, Birth date, Eval Date, and Meeting Date. There are four rows of student data, each with a gear icon on the left and a red minus icon on the right. The first row is highlighted in gray.

Name	School	Birth date	Eval Date	Meeting Date
Wednesday Addams	Training School	08/15/2005		
Adams Ahdemo	Adams Elementary	12/15/2014		
AndoverElem Ahdemo	Andover Elementary	12/15/2014		
AndoverHigh Ahdemo	Andover High School	12/15/2007		

SERVICE PLAN

 Part C Notice of a team meeting

 Early Intervention Prior Written Notice (PWN) to Start or Revise an IFSP

 Record of a team meeting

 Individual Family Service Plan (IFSP) 

At the top of the page, enter the Date Sent: (the date you will be sending this out)

Student:

Kourtney Kardashian

Date:

mm/dd/yyyy



School:

Training School

Grade:

06

Birth date:

08/15/2006

Dear **Kris Jenner** and **Caitlyn Jenner**:

You are receiving this notice because your child is eligible to receive early intervention services. Early intervention is a free program for families of babies or toddlers with disabilities or delays in their development. Participating in early intervention is voluntary.

One of your rights in early intervention is to receive a written description of any action the district would like to take. The district cannot begin to deliver early intervention services without parent permission.

NOTE TO TEACHER: Drop downs are beginning statements that must be individualized.

Use the text fields to answer each of the 2 questions.

You can use the drop downs to quickly fill in information. Make sure that you read through the things you add as drop downs because you may need to add additional information.

UPDATE: DROP DOWN UPDATED TO FURTHER EXPLAIN CONSULTATIVE SERVICES

If you want to make the text boxes larger so you can see more of what you are writing, you can use your mouse to grab the bottom right corner of the text box and make it bigger. (or smaller)

The action the district is proposing

The District proposes to implement early intervention services for Kourtney and your family. The attached Individual Family Service Plan (IFSP) was developed with you at the team meeting held on 7/025/22

Early Childhood Special Education Services are offered on a stretch calendar following the Early Intervention Program Calendar. Face to Face Coaching minutes include face to face visits with the child & caregivers. Consultative Services will occur between staff members to coordinate early intervention services for Kortney will occur in person, via email or phone calls.

Face-to-face visits will generally occur in Kortney's home, with occasional visits occurring in other community locations as agreed upon by Kortney's parents and the early intervention provider.

Scroll down through the form until you find the space to enter your name and information. If you have added yourself to your Personal Team List, you can click on the icon of a person and very quickly add your information. (highly recommended)

You should have offered the parents a copy of the Procedural Safeguards at the meeting. If you did, check that box and type in your initials and the date of the meeting.

This notice is available in other formats.

If you would like this notice in another format or if you have questions about this notice or about the Procedural Safeguards document that accompanies this notice please contact:

Shannon Flegel

Name

Position

7635062401

Telephone

shannon.flegel@ahschools.us

Email



Safeguards Given: 07/05/2022



Created 6/30/2022

Updated 11/27/2023-SF

Scroll down to the bottom of the page and fill in the information for who the form needs to be returned to. If you have added yourself as a Team Member, (under Educator Setup), then you can click on the picture of the person to pull up a list of staff it can be returned to and select yourself. If there is information missing when you select yourself from that list, you can update that. (under Educator Setup -> Profile)

I do not give my consent to the district to provide this/these early intervention service(s):

☐ I do not give my consent to the district to implement the attached IFSP or to provide any of the early intervention services documented on that plan.

Parent/Guardian Signature

Date

Return this form to: 

Name

Position

Phone

Address

City

State

Zip

Once you have filled in the required information, click on Save. Then click on the back arrow at the top

Kourtney Kard... > SpEd Forms > Early Intervention Prior Written Notice to Start or Revise an IFSP  

Student: Kourtney Kardashian Date:

School: Training School Grade: 06 Birth date: 08/15/2006

Dear Kris Jenner and Caitlyn Jenner:

Your child will only receive the proposed early intervention services with your consent. Participation in early intervention is voluntary. All services are provided at no cost.

You have the right to accept or decline any early intervention service documented on the attached individual family service plan. If you consent to a service now you can decline that service in the future without jeopardizing your ability to receive the other services in your plan(s).

Check one of the boxes below and return the form to person named below.

☐ I give my consent to the district to implement the attached IFSP and to provide all services documented on that plan.

☐ I give my consent to the district provide only this/these early intervention service(s) to my child and family:

Then you need to finalize

Kourtney Kard... > SpEd Forms > Early Intervention Prior Written Notice to Start or Revise an IFSP    

Student: Kourtney Kardashian Date:

Click on Proposal/Draft & check Include Page numbers
Click Finalize

Finalize Form

Ready to finalize **Early Intervention Prior Written Notice to Start or Revise an IFSP** for Kourtney Kardashian.
Please enter a comment below or click Finalize.

☒ Proposal/Draft ☐ Final

☒ Include Page Numbers on Finalized Document

Cancel

Finalize

Then Click on Go to history to check

Finalization

Finalization of all forms successful

Go to history →

Close

Go Back to SpEd Forms under the PWN Part C
Click on the PWN you want to print

Family Assessment Survey - Fillable

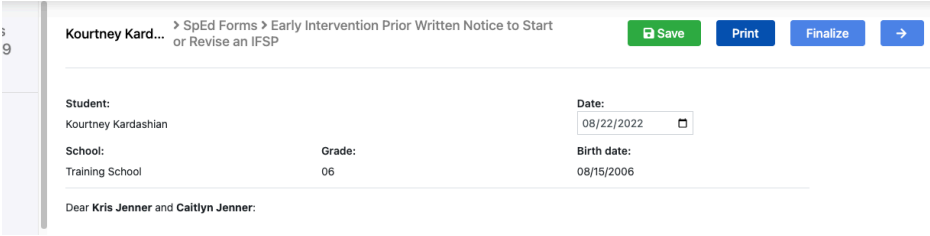
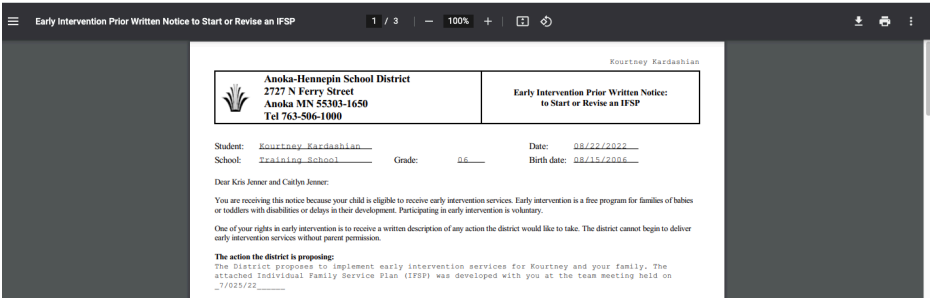
Assessment Tracker

PRIOR WRITTEN NOTICE (PWN): PART C

Early Intervention Prior Written Notice (PWN) to Start or Revise an IFSP

Early Intervention Prior Written Notice (PWN): Screening

Early Intervention Prior Written Notice (PWN): Screening Result

Click Print	
You then can either print to send home or download and email	
If you receive a signed copy back, please write in the Date Received on the form and upload it to the student's history using the document type "Prior Written Notice (PWN)" Whether or not you receive a signed copy back, you need to make sure to put a paper copy (signed preferred) in the student's cumulative file.	

FAQ (NONE YET!)