



IEP TRAINING

PRIOR NOTICE PACKAGE

FACILITATORS: JENNIFER SMITH
CECILIA GALLAGHER

PRIOR NOTICE PACKAGE (PNP)

- PNP Form in SESIS that must be completed AFTER the IEP is *finalized*.
- PNP is completed by person whom finalizes IEP.
- Provides parent information regarding IEP decisions
- Provides parent link to procedural safeguards.
- Closes the Annual/Triennial IEP Process.

CREATING PNP


- Create New Document
- Go to the Placement Section and Click Prior Notice Package for Placement
- Click create then Go




PNP GUIDE



PRIOR WRITTEN NOTICE (NOTICE OF RECOMMENDATION)

Date: * 10/29/2018 


Dear Parent or Guardian of 

Date of Birth: 

Local ID: 

Change Contact Information: * Primary Contact 

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to Brian Valette.

SUBJECT OF THIS NOTICE: * Reevaluation/Annual 

DATE IEP IS FINALIZED

PNP GUIDE

Related Services / Supplementary Aids and Services / Assistive Technology

Counseling Services(Group), School Nurse Services (Individual), Occupational Therapy (Individual), Parent Counseling and Training, Speech-Language Therapy(Group)

EXPLANATION OF WHY THE ACTION IS PROPOSED


At the IEP meeting held on 10/25/2018, to which the parent and below were reviewed and discussed and it was determined that your child meets the eligibility criteria for an educational disability as defined by the Commissioner of Education. In addition, an Individual Educational Program was developed recommending the special education services.

DATE OF IEP MEETING

DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE OR REFUSE THE ACTION:

Listed below are assessments, reports, and other materials that were reviewed. Add any other assessments and other materials that were reviewed and discussed in developing the IEP. Ensure that you have included any materials submitted by the parent in this section

If a Physical Examination was conducted for the student, you must select Physical Examination from the list of assessments and enter the date completed.

Evaluation Procedure/Assessment/Record/ Report		Date
Psychoeducational		12/16/2016
Speech and Language		12/16/2016
Classroom Observations		12/08/2016
Vocational Assessment		12/22/2016
 (Select)		

ASSESSMENTS USED

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

Other Considerations:

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DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED OR REFUSED ACTION:*

Please refer to IEP

TYPE THIS IN

YOU HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION.

You can download a copy of the Procedural Safeguards Notice from the New York City Department of Education from *

JSMITH5 (Smith,Jennifer) (ID) [lookup](#) at * 718-224-8060

YOUR INFO

Click here to populate the phone number from the staff profile: ☐

SOURCES YOU MAY CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:

NYC Department of Education:

Name: * JSMITH5 (Smith,Jennifer) (ID) [lookup](#)

Address: * 61-25 MARATHON PARKW. City: * QUEENS State: * NY Zip: * 11362

Telephone #: * 718-224-8060

Click here to populate the address and phone number from the staff profile: ☐

YOUR INFO

Independent Resource:*

Queens

INCLUDEnyc (formerly Resources for Children with Special Needs)

116 E. 16th Street, 5th floor

New York, New York 10003

212-677-4660 (English)

212-677-4668 (Spanish)

<http://www.includenyc.org>

PNP GUIDE

ADDITIONAL INFORMATION RELATED TO THE SUBJECT OF THE NOTICE:

The Committee has recommended services which will meet your child's needs. If you want to discuss this decision or if you would like to arrange the person listed below. You may visit the recommended placement site. Please contact JSMITH5 (Smith,Jennifer) (U appointment

The re on* 11/08/2018

10 DAYS

You have the right to address the Committee, either in person or in writing, on the appropriateness of the Committee's recommendations. If you b request a meeting to further discuss information contained in this notice, please contact * JSMITH5 (Smith,Jennifer)

Click here to populate the phone number from the staff profile:

If you do not agree with this recommendation, you have the right to request an impartial hearing. If you want to request mediation, you must do so in writing to * YMIGUEZ (Miguez,Yvette) (ID) loc

Click here if you want to use Principal/CSE Address from p City: * QUEENS , State: * NY Zip: *

11362 . You may request an impartial hearing by going to the New York City Department of Education, Impartial Hearing Office, 131 Livingston Street, Room 201, Brooklyn, NY 11201.

- ☐ Parent Consent Form
- ☐ School Location Form

YOUR INFO

YOUR INFO

AP's INFO

CREATING PNP

- Save Done Editing
- Finalize
- Send/Print letter
- Send home with copy of IEP to the parent



Questions & Answers...

