

5P Create New/View Prior Written Notices

Getting Started

Open a Web Browser and enter your district's specific address: [yourdistrictname].schooldata.net/V2/504-plan and log in. If you do not remember your password, click **Reset Password** and follow the instructions.

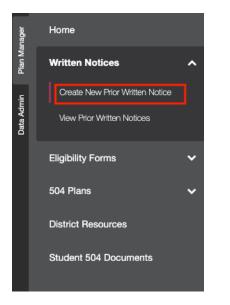
OR Once logged into Homeroom, look for the Student Plan (SP) Application bundle in the right-hand corner of the browser. Locate **504 Plans** and click **Launch App**.

Create a New Prior Written Notice

Creating a Prior Written Notice form allows you to inform parents/guardians of the action taking place.

5p Creating Prior Written Notice Video

Locate Written Notices in the left navigation menu and choose Create New Prior Written Notice.



Details:

- Select Student (Required),
- Fill in **To** (Required) This is the recipient or the name of parent/guardian or other)
- Date (Required)



Create New Prior	Written Notice		
∧ Details	Student (required)	To (required)	Date: (required)

Notice of Action:

- Select the purpose of this written notice: Proposing or Refusing
- Select the action: Initiate, Change, Discontinue, or Continue
- Select all that apply to the plan or documentation:
 - Evaluation, Eligibility, 504 Plan, Re-evaluation, Disciplinary Action and Other
- Fill in the **Description of the Proposed or Refused Action** (Required)
- Fill in the Reason why we are proposing or refusing (Required)

∧ I. Notice of Action	The purpose of this written notice is to inform you that we are O Proposing Refusing
	To Initiate Change Discontinue
	A/An (select all that apply) Evaluation Eligibility Section 504 Plan Reevaluation Disciplinary Action Other
	Description of Proposed or Refused (required) Reason why we are proposing or ref (required)

View Prior Written Notice

This container is designed to show all the written notices created by the logged-in user. To see all written notices, clear the filter on the column **My Prior Written Notice**.



7 10	
	Column Filter ×
	My Prior Written Notice clear
	Filter List
	Yes
	No

Users may select multiple records to print by clicking the **Actions Gear** in the top right corner and then selecting **Print Selected Prior Written Notices** from the drop-down menu.

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View	v Prior Written Notices						Actions
504 0	Han Duian Mailtan Making a					Print Options	Prior Written Notices
504 P	Student	s) Current Grade Level	Graduation Year	∑ ∅ Date	S-Current	My Prior Writter	0
~	Heera Abhiraj	9th Grade	2025/26	2022-10-03	Yes	No	0
\sim	Yasamine Abdulamir	10th Grade	2024/25	2022-06-27	Yes	No	0
	Kayla Abernathy	11th Grade	2023/24	2022-09-27	Yes	Yes	
	Asher Keefe	5th Grade	2029/30	2022-09-07	Yes	No	
	Asher Keefe	5th Grade	2029/30	2022-10-01	Yes	No	
	Asher Keefe	5th Grade	2029/30	2022-11-22	Yes	No	0

Users may also use row actions to View, Edit, or Delete by clicking the Action Gear for the selected row.

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/	Heera Abhiraj	9th Grade	2025/26	2022-10-03	Yes	No	
/					Yes	No	Row Actions & Optio
	Heera Abhiraj	9th Grade	2025/26	2022-10-03			Row Actions & Optio
	Heera Abhiraj Yasamine Abdulamir	9th Grade	2025/26 2024/25	2022-10-03 2022-06-27	Yes	No	Row Actions & Optio
	Heera Abhiraj Yasamine Abdulamir Kayla Abernathy	9th Grade 10th Grade 11th Grade	2025/26 2024/25 2023/24	2022-10-03 2022-06-27 2022-09-27	Yes Yes	No Yes	Row Actions & Optio