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**.
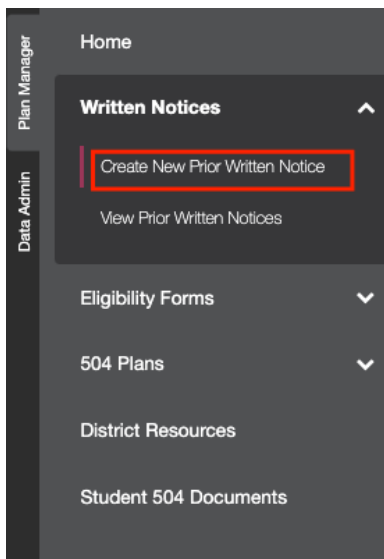
Details:

- 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) .... Select | 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
- ○ Proposing
- ○ Refusing

To
- ○ Initiate
- ○ Change
- ○ Discontinue

A/An (select all that apply)
- ☐ Evaluation
- ☐ Eligibility
- ☐ Section 504 Plan
- ☐ Reevaluation
- ☐ Disciplinary Action
- ☐ Other

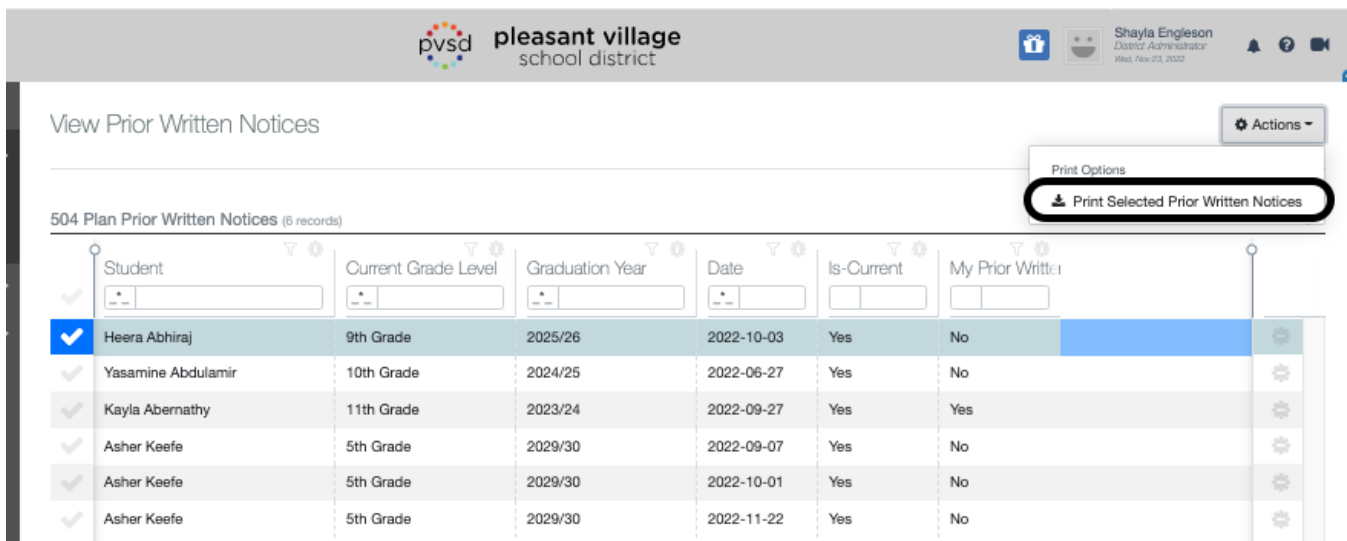Description of Proposed or Refused ... (required)

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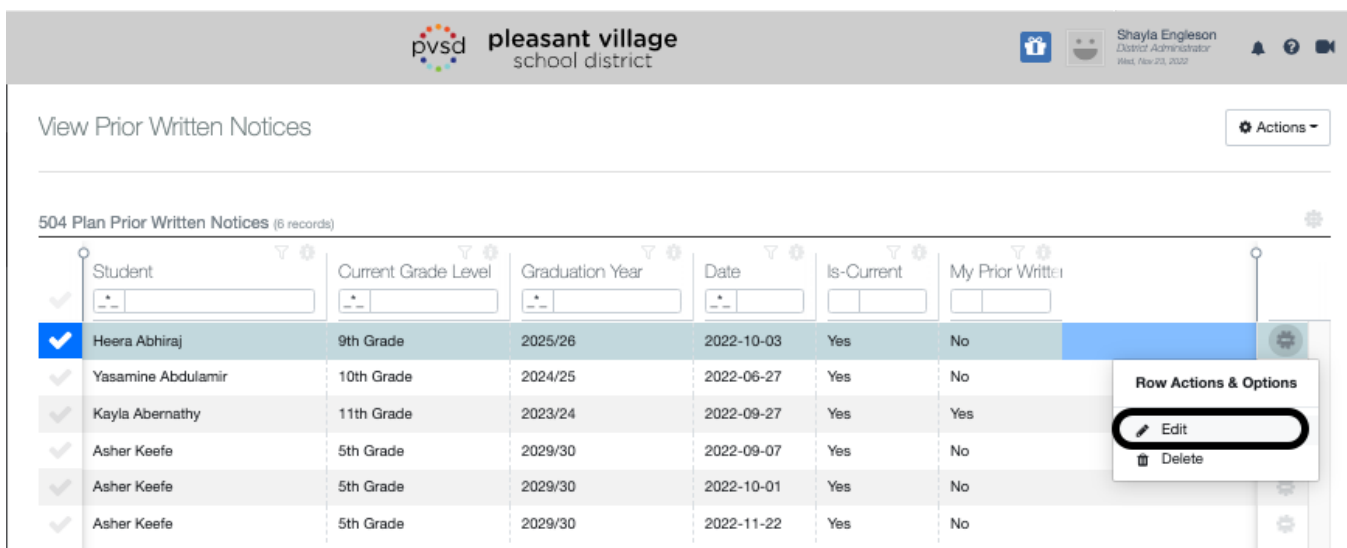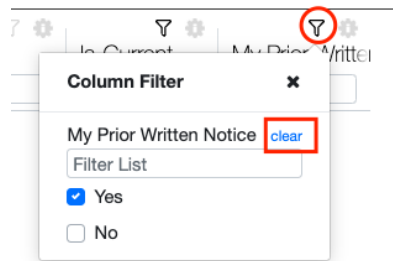
Users may select multiple records to print by clicking the **Actions Gear** in the top right corner and then selecting **Print Selected Prior Written Notices** from the drop-down menu.

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