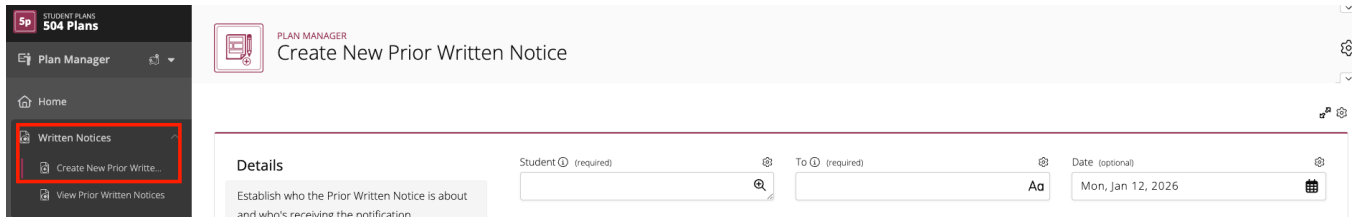


## Create New/View Prior Written Notices (Connect)

Here, you will learn how to create a written notice. Once complete, this form can be accessed under View Prior Written Notice or Student 504 Documents.

1. Start under **Written Notices** in the left navigation menu and choose **Create New Prior Written Notice**.



2. Begin filling out the form by clicking the **magnifying glass** in the **Student** field and selecting the **checkbox** next to the student's name.
3. In the **To** field, enter to whom the written notice will be sent.
4. The **Date** field will pre-populate with today's date, but may be edited.
5. Next, in the **Notice of Action** section, the purpose of the Prior Written Notice to the student's parents/guardians will be explained.
  - a. Click the **radio button** to show the purpose: **Proposing or Refusing**.
  - b. Click the **radio button** in the **To** field to **Initiate, Change, Discontinue, or Continue**.
  - c. Next, in the **A/An** field, select one or more options using the **checkbox**.
  - d. Fill in the **Description of proposed or refused action**.
  - e. Fill in the **Reason why we are proposing or refusing the action**.
6. Click **Save**.

### I. Notice of Action

Complete each question to help explain the purpose of the Prior Written Notice to the student's parents/guardians. The contents of all the fields on this page will appear on the Prior Written Notice.

The purpose of this written notice is to inform you that we are  (required)

Proposing  
 Refusing

To (required)

Initiate  
 Change  
 Discontinue  
 Continue

A/An (required)

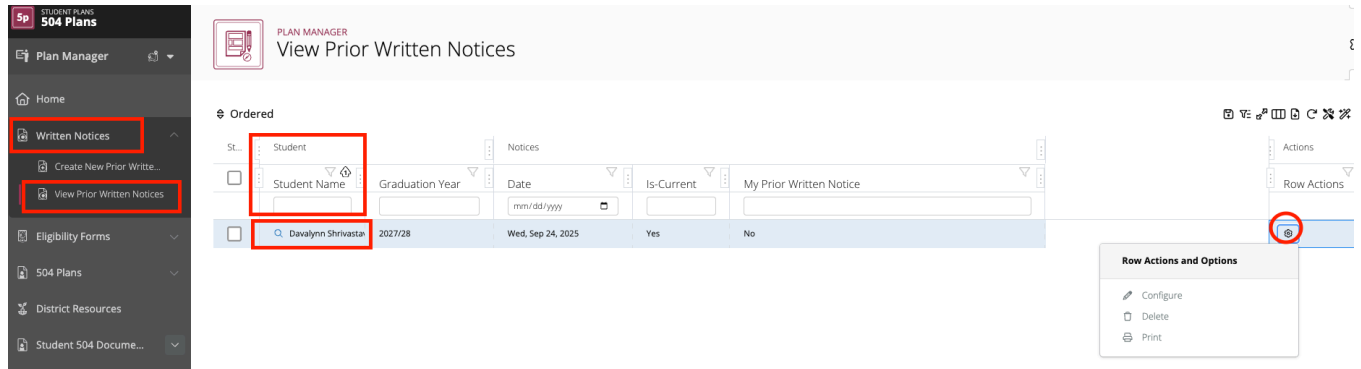
Evaluation  
 Eligibility  
 Section 504 Plan  
 Reevaluation  
 Disciplinary Action  
 Other

Description of proposed or refused action  (required)

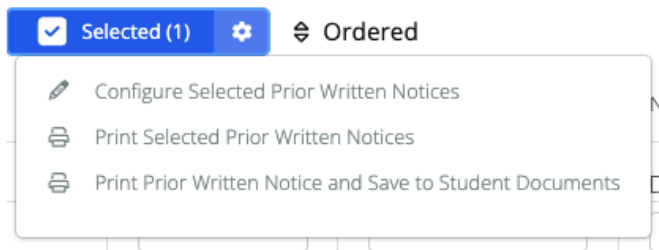
Reason why we are proposing or refusing the action  (required)

## View Prior Written Notice

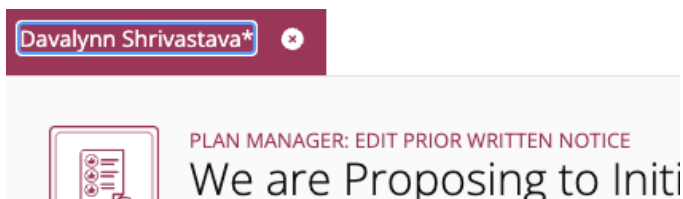
1. Start under **Written Notices** in the left navigation menu and choose **View Prior Written Notices**.



2. You will see a data table listing all Prior Written Notices you have created.
3. Locate a student using the search, sorting, or **filtering** at the top of each column in the table.
4. Click the **magnifying glass** next to the student's name to view the notice.
5. Click the **Row Actions Gear** to the far right to **Configure, Delete, or Print** the single notice.
6. To edit or print multiple forms, select one or more **checkboxes** to the far left of the data table or select the checkbox at the top of the table to select all.
7. Click the **Select Gear** at the top left of the table and choose one of the following:



- a. **Configure Selected Prior Written Notices:** Select the student to edit by clicking the student name tabs at the top of the new window.



- b. **Print Selected Prior Written Notices**
- c. **Print Prior Written Notice and Save to Student Documents**