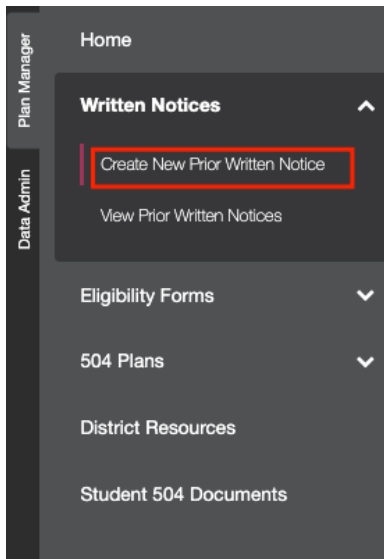


Create New/View Prior Written Notices V2

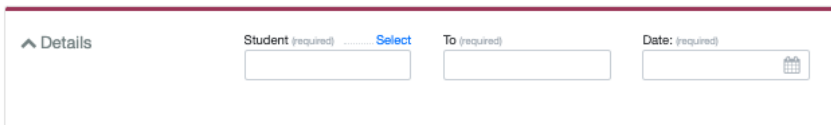
Creating a Prior Written Notice form allows you to inform parents/guardians of the action taking place.

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



2. In the Details section,
 - a. Select **Student (Required)**
 - b. Fill in **To (Required)**. This is the recipient's name or the name of the parent/guardian or other.
 - c. **Date (Required)**

Create New Prior Written Notice


 A screenshot of the 'Details' section of the 'Create New Prior Written Notice' form. The section is titled 'Details' with an upward-pointing arrow. It contains three input fields: 'Student (required)' with a blue 'Select' button next to it, 'To (required)', and 'Date: (required)' with a calendar icon to its right.

3. In the Notice of Action section,
 - a. Select the purpose of this written notice: **Proposing** or **Refusing**
 - b. Select the action: **Initiate**, **Change**, **Discontinue**, or **Continue**
 - c. Select all that apply to the plan or documentation: **Evaluation**, **Eligibility**, **504 Plan**, **Re-evaluation**, **Disciplinary Action**, and **Other**
 - d. Fill in the **Description of the Proposed or Refused Action (Required)**
 - e. 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

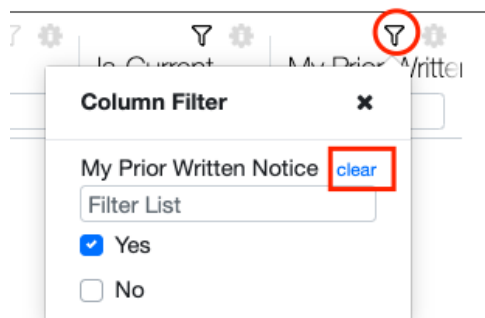
Description of Proposed or Refused ... (required)

Reason why we are proposing or ref... (required)


View Prior Written Notice





This container displays all the written notices created by the logged-in user.

1. To see all written notices, clear the filter on the column **My Prior Written Notice**.



2. 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.


pleasant village school district





 Shayla Engleson
 District Administrator
 Wed, Nov 23, 2022


View Prior Written Notices Actions





Print Options
Print Selected Prior Written Notices

504 Plan Prior Written Notices (6 records)

Student	Current Grade Level	Graduation Year	Date	Is-Current	My Prior Written		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Heera Abhiraj	9th Grade	2025/26	2022-10-03	Yes	No	
<input checked="" type="checkbox"/>	Yasmine Abdulamir	10th Grade	2024/25	2022-06-27	Yes	No	
<input checked="" type="checkbox"/>	Kayla Abernathy	11th Grade	2023/24	2022-09-27	Yes	Yes	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-09-07	Yes	No	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-10-01	Yes	No	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-11-22	Yes	No	

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


pleasant village school district






 Shayla Engleson
 District Administrator
 Wed, Nov 23, 2022


View Prior Written Notices Actions

504 Plan Prior Written Notices (6 records)

Student	Current Grade Level	Graduation Year	Date	Is-Current	My Prior Written		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Heera Abhiraj	9th Grade	2025/26	2022-10-03	Yes	No	
<input checked="" type="checkbox"/>	Yasmine Abdulamir	10th Grade	2024/25	2022-06-27	Yes	No	
<input checked="" type="checkbox"/>	Kayla Abernathy	11th Grade	2023/24	2022-09-27	Yes	Yes	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-09-07	Yes	No	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-10-01	Yes	No	
<input checked="" type="checkbox"/>	Asher Keefe	5th Grade	2029/30	2022-11-22	Yes	No	

Row Actions & Options

 Edit

 Delete