

🚩 **The one sentence this is all built on**

These are real pages from the binder, not a preview with the useful parts taken out. Learn **Prior Written Notice** and you change how every future meeting ends. Send **Letter 3** and a verbal no becomes a document. Start the **ledger** and by December you have a number instead of a feeling.

YOURS TO KEEP

[illegible]



Prior Written Notice

Most parents have never heard of it. It is the reason a school cannot simply tell you no and move on. Learn this one page and you change how every future meeting ends.

The rule, in one sentence

When the school proposes or refuses to start or change your child's identification, evaluation, placement, or education, it must give you written notice before doing so.

What it must contain

What the school proposes or refuses · why · what evaluation or report it relied on · the other options the team considered and why they were rejected · a note that you have procedural safeguards and how to get help understanding them.

Why it works

A refusal spoken in a meeting evaporates. A refusal written down has to name the evidence relied on and the alternatives rejected, and it is signed by the district. Many refusals quietly become approvals at exactly the moment someone has to write one.

Prior Written Notice tracker

DATE ASKED	WHAT I ASKED FOR	PROPOSED OR REFUSED	NOTICE RECEIVED	FILED
E.G. Wk 1	Reading evaluation	Refused	+10 days	✓

The sentence to use out loud

"I understand. Please send me Prior Written Notice of that decision."

You are not being difficult by saying it. You are asking for a document the law already requires. The letter version is in Section 07.



RIGHTS

PREP

MEETINGS

PAPER TRAIL

PATTERNS

SERVICES

LETTERS

EXTRAS

Sincerely,

WHAT CAME BACK, AND WHEN

LETTER 3

IEP at a glance

The single page a new teacher reads in week one. Copy it, hand it over on day one, and you have replaced a folder nobody opens with one sheet somebody actually reads.

1 Fill it in from the current IEP, in your own words, not the district's.

2 Give it to every teacher, aide, substitute, coach and therapist.

3 Redo it each September, or whenever the plan changes.

CHILD

GRADE

SCHOOL YEAR

CASE MANAGER

☆ What you should know first

📋 Eligibility & plan type

✓ The five accommodations that matter most

ACCOMMODATION, AS WRITTEN IN THE PLAN

WHAT IT LOOKS LIKE IN YOUR CLASSROOM

E.G. Extra time on written work (1.5x)

Give the whole task, expect half back by the bell

🕒 What a hard moment looks like

♥ What helps, in order

📞 Reach me here

NAME

PHONE

EMAIL

BEST TIME



Every contact with the school, in both directions, including the ones that felt too small to write down. Those are usually the ones that matter later.

- 3** If a call decided anything, follow it with an email confirming what you heard.

🕒 Service minutes ledger · 1 of 6

One row per session, per week. Two minutes on a Friday. This is the single most valuable page in the binder and it looks like the most boring one.

CHILD	SERVICE	MINUTES OWED PER WEEK	TERM
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- 3** Ask the school for its own service logs each term and compare. Letter in Section 07.

✓

Weeks logged this term

	M	T	W	T	F
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

 **Running total for this sheet**

Total owed

Total received

Total short



Where to get help

You are not supposed to do this alone, and most of the help is free. These are the places to call before you pay anybody.



Your state's Parent Training and Information Center

Free, federally funded, one in every state. They know your state's timelines, they will read your paperwork with you, and some will sit in a meeting beside you. This is the first call for almost any problem in this binder. Find yours at parentcenterhub.org



Your state's Protection & Advocacy agency

Also federally funded, one per state, with lawyers. They take on the harder cases: restraint and seclusion, denial of services, discrimination. Search your state plus "protection and advocacy disability".



COPAA

The Council of Parent Attorneys and Advocates. A directory of special education attorneys and advocates, plus plain-language explainers. copaa.org



Office for Civil Rights, US Department of Education

Where a disability discrimination or harassment complaint goes. Free to file, no lawyer needed, and there is a filing deadline, so do not sit on it.



Your state education agency

Publishes your state's parent guide and takes state complaints. This is where you confirm the timelines that apply where you actually live, which are often shorter than federal.



Wrightslaw and Understood

Two long-running free libraries. Wrightslaw is the denser, more legal one; Understood is the readable one. Between them they cover most questions this binder raises.

Local: my people, groups and numbers

The rest of it, and the guide that walks you through

If Prior Written Notice was new to you, the full binder is the same idea applied to the whole year: what the law owes your child, how to prepare for a meeting, what to write down while it happens, how to turn a feeling into a pattern, and how to count what was never delivered.

✓ What the full binder adds

95 pages, eight tabbed sections, undated, reprint it every year

Eight letters, each one forcing a written answer

Six ledger sheets and the summary that totals the shortfall

Meeting notes x5, communication log x4, incident log, timeline

A 34-page guide that walks 18 pages, box by box

Four editions: Original, Dark, Print and Ink Saver, Letter and A4

☆ For readers of this sampler

Use code **SAMPLER** for 20% off. One payment, yours forever, 30-day refund, no reason needed.

[Get the full binder →](#)

ⓘ Information, not legal advice

This explains rights created by US federal law, IDEA and Section 504, and the binder traces every claim to its source. For anything contested, your state's Parent Training and Information Center is free.