



Hiawatha Valley Education District

Verifying information on the Notice of a Team Meeting (NTM) and the Prior Written Notice (PWN)

Before printing and sending out the NTM and PWN, please review the documents for accuracy. If there has been a change in case management, the names and contact details are not automatically updated on these forms.

On the Notice of Team Meeting in SpEd Forms

Scroll to the bottom of the NTM to make sure that the following information is completed and correct:

You may invite other people to the meeting that have knowledge or special expertise regarding your child, including related services staff as appropriate.

If you have questions, please contact me:

Name	Position	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attached: Notice of Procedural Safeguards brochure Check and initial indicates brochure enclosed.

This form is available in other formats. Contact the case manager for an alternate format.

On the PWN in SpEd Forms

To verify information is accurate, scroll to the bottom of the PWN to verify the information

Department of Education (DOE):

Procedural safeguards of the Individuals with Disabilities Education Act

A procedural safeguards notice or parental rights document explains some of the special education rights and procedural safeguards available to parents under federal and state law. For example, you will find information about when you need to provide written consent (agreement), how your child's records are protected, and your options if you do not believe your child is receiving appropriate special education services.

The school district must provide you with a notice of your procedural safeguards at least once per year and upon your request. You can get a copy of these safeguards by contacting:

<input type="text"/>	at <input type="text"/>	or <input type="text"/>	
<small>[Name and title/role]</small>	<small>[telephone number]</small>	<small>[email address]</small>	

Procedural safeguards offered to parents by (initials) on MM/DD/YY

Other resources and contact information:

On the PWN SpEd Forms

Scroll to the bottom of the page to verify the rest of the information in Step 4

Step 4: Sign, date, and return this form.

Parent Signature _____ Date _____
This form is available in other formats. Contact the case manager for an alternate format.

Return this form to

Name	Position	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Karen Polyard		

Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Received: mm/dd/yyyy