



Northern Lights Special Education Cooperative

www.nlsec.k12.mn.us

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Graduation PWN

It is a requirement to send parents a Prior Written Notice indicating a discontinuation of services at the time of a student's graduation from high school or their exiting due to age limits.

It is recommended that this PWN be sent home approximately one month prior to graduation and that it be accompanied with the Summary of Performance document.

Sample language (for graduation, aging out, or graduation between 18 and 21) for the "5 boxes" is provided below. Feel free to use or edit as you see fit.

1. **Description of the action(s) proposed or refused by the district:**

- Due to the fact that XX has completed all district requirements, special education services will be discontinued on June 2, 2013, the date of XX's graduation. Congratulations XX!!

OR

- As determined at the IEP meeting on March 23, 2013, XX has met his/her IEP goals and special education services will be discontinued on April 15, 2013.

2. **Explanation of why the district proposes to take or refused to take the action:**

- Special education requirements and the IEP end with graduation, therefore services are no longer allowed to be provided.

OR

- The Team has determined that XX has met his/her IEP goals, has a post-high school plan in place, and is ready to graduate.

3. **Description of each evaluation procedure, test, record, or report the district used as a basis for the proposed action or for refusing the requested action:**

- Review of credits and transcript.
- Parent input.
- Teacher input.
- Team review of present levels of performance and goal completion.

4. **Description of other options the team considered and the reasons why those options were rejected:**

- The team considered postponing graduation, but determined that XX has met graduation requirements and progressed sufficiently on his/her goals that s/he should graduate with her/his peers

OR

- The team considered exiting XX prior to the end of the school year but determine s/he had continuing needs that required addressing until the end of this school year.

OR

- The Team considered extending XX into the next school year, but determined s/he has made excellent progress, met his/her goals and is prepared to graduate.

5. **Description of other factors affecting the proposal or refusal:**

- No other relevant factors were identified by the Team.

April 2015