

# APPENDIX D — PRIOR WRITTEN NOTICE REQUIREMENTS & DOCUMENT CROSS-REFERENCE

## 34 C.F.R. § 300.503

**Student:** Kaleb Xiong

**District:** Elk Grove Unified School District

**PWNs Reviewed:**

- Prior Written Notice dated **November 14, 2025**
- Prior Written Notice dated **December 4, 2025**

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## A. Regulatory Authority — Verbatim Text

### 34 C.F.R. § 300.503(a) — Notice Required

“Written notice must be given to the parents of a child with a disability a reasonable time before the public agency—

- (1) **Proposes to initiate or change** the identification, evaluation, or educational placement of the child or the provision of FAPE to the child; or
- (2) **Refuses to initiate or change** the identification, evaluation, or educational placement of the child or the provision of FAPE to the child.”

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### 34 C.F.R. § 300.503(b) — Content of Notice

“The notice required under paragraph (a) of this section must include—”

(1)

“A description of the action proposed or refused by the agency;”

(2)

“An explanation of why the agency proposes or refuses to take the action;”

(3)

“A description of each evaluation procedure, assessment, record, or report the agency used as a basis for the proposed or refused action;”

(4)

“A description of the other options that the IEP Team considered and the reasons why those options were rejected;”

(5)

“A description of other factors that are relevant to the agency’s proposal or refusal;”

(6)

“A statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained;”

(7)

“Sources for parents to contact to obtain assistance in understanding the provisions of this part.”

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### 34 C.F.R. § 300.503(c) — Language of Notice

“The notice required under paragraph (a) of this section must be—

- (1) Written in language understandable to the general public; and
- (2) Provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.”

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## B. Document Cross-Reference (At-a-Glance)

This section identifies **where each required component is addressed or omitted** in the District’s PWNs. Detailed quotations with page citations are provided in **Appendix E**.

<b>Regulatory Requirement</b>	<b>Nov. 14, 2025 PWN</b>	<b>Dec. 4, 2025 PWN</b>
§300.503(a) Reasonable time before action	<b>Deficient</b> (delivery <24 hrs before proposed IEP; not mailed)	<b>Deficient</b> (post-hoc justification)
§300.503(b)(1) Action proposed/refused	<b>Deficient</b> (actions embedded in narrative)	<b>Deficient</b> (actions embedded in narrative)
§300.503(b)(2) Explanation of why	<b>Deficient</b> (conclusory statements)	<b>Deficient</b> (conclusory statements)
§300.503(b)(3) Information relied upon	<b>Deficient</b> (general categories only)	<b>Deficient</b> (general categories only)
§300.503(b)(4) Options considered/rejected	<b>Deficient</b> (“not responding” listed)	<b>Deficient</b> (abstract considerations)
§300.503(b)(5) Other relevant factors	<b>Deficient</b> (disability-specific factors omitted)	<b>Deficient</b> (conclusory statement)
§300.503(b)(6) Procedural safeguards	<b>Partial</b> (attached, not applied)	<b>Partial</b> (attached, not applied)
§300.503(b)(7) Sources for assistance	<b>Partial</b>	<b>Partial</b>
§300.503(c) Understandable language	<b>Deficient</b> (legalistic/defensive)	<b>Deficient</b> (legalistic/defensive)

## C. Scope

This appendix addresses **procedural requirements for Prior Written Notice only**. It is provided as a **reference framework** to assist document-based review and does not substitute for the CDE’s independent findings.