

COVER SHEET — PRIOR WRITTEN NOTICE COMPLIANCE REFERENCE MATERIALS

Complainants (Parents): Yang Xiong and Mary Xiong

Student: Kaleb Xiong

District: Elk Grove Unified School District

Subject: Prior Written Notice (PWN) Requirements — 34 C.F.R. § 300.503

Submitted to: California Department of Education, Special Education Division

Purpose of This Submission

This submission is provided in response to the California Department of Education’s request for clarification regarding **which Prior Written Notices (PWNs) issued by the District did not include all required components** under **34 C.F.R. § 300.503**.

The enclosed materials are offered as **reference and organizational aids** to support the CDE’s review. They identify the specific PWNs at issue and cross-reference those documents to the applicable regulatory requirements, with citations to the PWNs themselves.

These materials are intended to **clarify the record** and assist with document-based review, not to substitute for the CDE’s independent analysis or findings.

Organization of Attachments

The attachments are organized in the order listed below to facilitate efficient review.

Appendix D — Prior Written Notice Requirements & Document Cross-Reference

(34 C.F.R. § 300.503)

This appendix includes:

- The **verbatim federal regulatory language** governing Prior Written Notice under IDEA;
- A **high-level cross-reference** identifying where required components are addressed or omitted in the District’s PWNs.

This appendix is provided to establish the **regulatory reference framework** for reviewing the PWNs.

Appendix E — Cross-Reference of 34 C.F.R. § 300.503 to District PWNs

This appendix applies the regulatory requirements directly to:

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

with **pinpoint quotations and page citations** drawn from each document.

Exhibit AP — PWN Compliance Matrix (November 14, 2025)

This one-page matrix summarizes observed procedural issues in the **November 14, 2025 PWN**, including clarification regarding **actual delivery timing** (emailed November 17, 2025; not received by mail).

Exhibit AQ — PWN Compliance Matrix (December 4, 2025)

This one-page matrix summarizes observed procedural issues in the **December 4, 2025 PWN**, using the same format and criteria as Exhibit AP for ease of comparison.

Scope of Materials

These reference materials are limited to **procedural requirements related to Prior Written Notice**. They do not restate or expand substantive allegations already raised in the complaint and are submitted solely to assist the CDE in reviewing the contents of the PWNs themselves.
