



**TO:** SpEd Forms Users  
**DATE:** December 3, 2018  
**RE:** New MDE Model Forms

MDE recently released new Part B model Prior Written Notice (PWN), Parent Consent, and Evaluation Report (ER) forms. SpEd Forms will add these new forms during our December update on Saturday, December 8.

The purpose of this memo is to assist Districts and users in making the transition to the new forms.

**Prior Written Notice:**

There are two main differences between the current PWNs (which we've labeled "2018") and the new model MDE PWNs (which we've labeled "2019"):

1. The first 'item' on the 2019 PWN uses checkboxes rather than being an open-ended question.
2. The remaining four open-ended questions have been reworded on the 2019 PWNs, but use the same drop-down menus as the 2018 PWNs.

Because these changes are relatively minor and self-explanatory, we believe users will easily transition to using the 2019 PWNs.

Districts have the option to continue using the 2018 PWNs for the remainder of this school year. However, on June 30, 2019, the 2018 PWNs will be removed from SpEd Forms.

**Parent Consent:**

The new model Parent Consent form uses simplified language which we believe is easier for parents to understand. The new MDE model Parent Consent form prints automatically with the 2019 PWNs and is dated the same as the accompanying PWN.

**Evaluation Report:**

The new MDE Model ER (which we've labeled "2019") contains the exact same information as the existing ER (which we've labeled "2018"). The primary difference is that the 2019 ER moves the Summary and Eligibility Determination sections to the beginning of the document. (Parents surveyed by MDE indicated they preferred having the Summary and Eligibility sections near the front of the ER, as it is easier for them to locate that information.)

To insure data consistency between the 2018 and 2019 ERs, we made two changes to the existing 2018 ER:

1. We relabeled two sections of the 2018 ER using wording consistent with the 2019 ER.
2. The current "Reason for Referral/Background Information" section has been split into separate "Reason for Evaluation" and "Background Information" sections.

As these changes are also minor and self-explanatory, we do not believe users will experience problems using the either ER.

**Making the Switch:** <sup>1</sup>

PWN: As we believe the new model PWNs contains language that is easier for parents to understand and that users will find the changes self-explanatory, SpEd Forms will default to the 2019 PWNs following the December 8 update.

Districts electing to continue using the 2018 PWNs for the remainder of the 2018-19 school year will need to make that selection within the Super Administration Preferences. On June 30, 2019, the 2018 PWNs will be removed from SpEd Forms.

Parent Consent: The 2018 Consent prints automatically with the 2018 PWNs, and the 2019 Consent prints automatically with the 2019 PWNs.

ER: The 2018 and 2019 ERs contain the exact same information and both are compliant. As we believe users will have no difficulty using the new layout, SpEd Forms will default to the 2019 ER following the December 8 update.

Districts electing to continue using the 2018 ER will need to make that selection within the Super Administration Preferences.

Thank you for your continued support of SpEd Forms.

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<sup>1</sup> If you or your district has developed and uses local PWNs, Consent and/or ER forms, you will NOT be updated to the new MDE Forms.