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Complimentary Professional Development for Educators Technical Assistance Program

LIVE VIRTUAL COMPLIMENTARY PROFESSIONAL DEVELOPMENT WORKSHOP VIA ZOOM

Concise LRE and PWN Writing That Meets Compliance

Tuesday, December 1, 2026

8:30-10:30 AM or 11:00-1:00 PM or 1:30PM – 3:30 PM

Presented by Leigh Adams-Emanuel, M.A.

TAP Consultant

Clear, concise, and compliant documentation is essential to developing high-quality IEPs and ensuring meaningful communication with families. This interactive two-hour professional development will strengthen participants' skills in writing effective Least Restrictive Environment (LRE) justifications and Prior Written Notices (PWN) that accurately reflect team decisions and meet New Mexico and IDEA requirements. Participants will learn practical strategies for writing documentation that is student-centered, legally defensible, and easy to understand. Through examples, guided practice, and collaborative activities, attendees will build confidence in documenting IEP decisions with clarity, purpose, and compliance.

- Understanding the purpose and legal requirements of LRE and Prior Written Notice (PWN)
- Writing concise, student-centered LRE justifications that clearly explain placement decisions
- Documenting the continuum of placement options considered and the rationale for team decisions
- Writing meaningful PWNs that accurately describe proposals, refusals, and the reasons behind team decisions
- Incorporating evaluation data, student needs, and parent input into LRE and PWN documentation
- Avoiding common compliance errors and documentation pitfalls

A Survey will be posted in the zoom chat at the end of each presentation. You must complete the survey to receive a Certificate of Completion. You can join either of the PM sessions if you miss part of the AM session.

8:30 – 10:30 AM Click HERE

11:00 – 1:00 PM Click HERE

1:30-3:30 PM Click HERE