**Directions to Use the State Model**

**Prior Written Notice Form**

**Revised July 2013**

The State’s Model Prior Written Notice Form is provided as a Word document, which includes form fields to enter typed information. The form is “lock protected” in order for the form fields to function properly. The form should be used when it is in ‘lock’ or ‘restricted’ mode. Unlocking the form during use may result in a modification to the form itself. It is recommended that each district password protect the form to prevent inadvertent form modifications. To do so, follow the directions below.

To use this form in its current word document format, you must follow the directions below.

1. Open the document to appear in Word. Save the document on your school district’s letterhead. In order to do this, it is necessary that the form be in ‘unlock’ or ‘Stop Protection’ mode.

If using Word 2003, to unlock the form, go to “View” “Toolbars” and click on “Forms”. This action will activate the ‘Forms’ toolbar. From the ‘Forms’ toolbar, click the “Protect Form” symbol (padlock)Picture of padlock. The form will then be in ‘unlock’ mode. Go to ‘edit’, ‘select all’ and ‘copy’. Paste the highlighted form onto district letterhead. The form, now on district letterhead, must be locked in order to be functional. To lock the form, go back to the “Forms” toolbar and click the “Protect Form” symbol (padlock)picture of padlock. The form will then be locked and ready for use. Save the document. For password protection, go to the "Tools" "Options" "Security" and follow the directions.

If using Word 2010, under the Developer tab on the ribbon, select ‘Restrict Editing’. At the bottom of that box, click on ‘Stop Protection’. Go to the Home ribbon, ‘select all’ and ‘copy’. Paste the highlighted form onto district letterhead. The form, now on district letterhead, must be protected in order to be functional. To protect the form, under the Developer tab on the ribbon, select ‘Restrict Editing’, check the box under number ‘2. Editing restrictions’ and select ‘Filling in forms’ from the drop-down box. Under number ‘3 Start Enforcement’, click on ‘Yes, Start Enforcing Protection.’ This will prompt a request for a password. Once password is selected, the form will be locked and ready for use. Save the document.

To select the subject of the notice, select one of the options from the drop-down field or type a subject in the text field provided:

**Subject of this notice**:

1. Use the Tab button to advance from field (grey box) to field to insert the required information as appropriate.             These fields will automatically expand as text is entered. In the event that there is no relevant information to be included in a particular box, enter ‘none’ or ‘not applicable.’

To select enclosures, click on the drop-down field under the word 'Enclosures'.

1. After entering all required information, SAVE the document to the appropriate file and PRINT. Although the fields display in grey while viewed on the screen, the grey will not show when the form is printed.