



DNQ Procedures (evaluated and does not qualify for Special Education)

If a student is evaluated and Does Not Meet any eligibility criteria areas for special education, the Evaluation Report would indicate that the student Did Not Qualify. The evaluation manager should complete the questions of the Prior Written Notice (PWN); use the drop down menu options for DNQ or address any unique circumstances for the eval. Send the PWN with the parent consent page.

Prior Written Notice parent consent follow up:

- Parent consents and signs - file the paperwork.
- Parent does not return/sign the PWN - that's fine, they don't need to, file.
- Parent chooses one of the two objection boxes, signs and returns - contact your SpEd Coordinator or Special Education Director for next steps.

WCED best practice is to hold an evaluation report meeting on or before the due date and include all of the required team members at this meeting. If the evaluation included consideration of criteria for a Learning Disability, team signatures are required.

If there is no IEP to be written, then there is no legal requirement for a meeting, the rule is that the parent has a completed evaluation report in hand by the due date.