



Dismissal from Special Education; 1 Year Follow Up Guidelines; and Reinstating the IEP

Dismissal from all special education services at the <u>request of the parent</u> - Revocation of Consent	Dismissal from all special education services <u>initiated by the school</u> - Evaluation determined DNQ
<ol style="list-style-type: none"> 1. Parent request to discontinue services must be in writing; 2. Contact Sped Coordinator to inform them of the parent request; coordinator will work with team and contact parent; 3. Offer a meeting to discuss consequences & next steps; 4. Complete PWN using Parent Revocation drop downs; 5. Send or give PWN/Parent Consent Form to parent(s); 6. Discontinue all services when the PWN is returned signed or the 14 day wait period has expired. 7. Document last day of service on PWN and complete MARSS data form. 	<ol style="list-style-type: none"> 1. Conduct an evaluation to determine the child no longer qualifies for special education services; 2. Set up meeting with parent(s) to discuss assessment results, propose discontinuing special education services, share plan for follow up; 3. Complete PWN indicating services will be discontinued; 4. Send PWN/Parent Consent Form to parent(s); 5. Discontinue all services upon receipt of signed PWN or the 14 day wait period has expired. 6. Document last day of service on PWN and complete MARSS data form.

1 Yr Follow Up Guidelines for District Initiated Dismissals Only

There are no legal requirements to complete a 1 year follow up after dismissing a student from special education services, however, considering the procedural differences for reinstating before or after the 1 year mark, it is best practice to complete some level of follow up during the year.

GUIDELINES FOR 1 YEAR FOLLOW UP:

1. Considerations regarding how often to check progress:
 - a. Severity of service prior to dismissal:
 - i. If a student was receiving minimal check-in, check-out service during the last IEP and has met goals, the team may feel it is appropriate to check in just once within 2 months of the 1 year dismissal date.
 - ii. If a student was receiving academic and behavioral services, but the team did not feel they required specially designed instruction after a 3 year



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re-evaluation and did a dismissal, the team may feel it is appropriate to have monthly check-ins to keep a close watch on their progress.

- b. Move to a new building with different level of structure and support;
 - c. Family changes;
 - d. Change in medications, etc.
2. Discuss at the meeting when the student is dismissed to determine how often and who will be responsible for the follow up.
 3. Write the student's name and final date of service on a Child Study List based on who will be tracking progress and where the student will be when the 1 year is complete.
 4. Document any tracking of progress and place notes in the student's master sped file.
 5. Share information with family via phone call, email or sending documentation.

Parent Request to have child's special education services reinstated	District data indicates student needs special education services reinstated
<p>If a request to reinstate services is less than 1 calendar year from the date the district discontinued, an evaluation is NOT required if two conditions are met.</p> <ol style="list-style-type: none"> 1. The district has access to data on the child's present levels of academic achievement and functional performance. 2. The child's most recent SpEd evaluation was conducted within the last three years. <p>If those two conditions are met, the district, upon parental request, can reinstate the child's special education services by conducting an IEP meeting and writing an IEP (annual or amendment), without first conducting a special education evaluation or documenting two pre-referral interventions.</p>	<p>If it is less than 1 calendar year since the dismissal, there must be an IEP team meeting to review data to determine areas of need.</p> <ol style="list-style-type: none"> 1. Create an Eval Plan- may be file review only. 2. Write a summary statement at the beginning of the ER stating the data obtained and reason the team agrees to bring the student back into special education services; re-address criteria indicating they do meet eligibility and are in need of specially designed instruction. Enter a new date for the ER. 3. Write a new IEP (annual or amendment) to meet needs. Include in the PLAAFP statements what has occurred to necessitate bringing the student back into an active IEP.



WEST CENTRAL EDUCATION DISTRICT

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1. After the meeting, complete PWN indicating the reason for services being reinstated.

2. Send completed PWN, Parent Consent Form and IEP to parent(s).

3. Permission is required, not just expiration of the 14 days

Note: The current ER continues to identify the student as a student with a disability who needs specially designed instruction resulting in no action needed with the ER in this scenario.

4. Send completed ER, IEP, PWN, and Parent Consent Form to parent(s).

5. Upon receiving the Parent Consent Form signed, services can begin again.

6. Permission is required, not just expiration of the 14 days

If it is over 1 calendar year from the last day of service, it must be treated as an initial evaluation and the student must meet initial criteria regardless of who originally initiated the dismissal from special education.

Notes:

1. If the district completed the dismissal due to the student not demonstrating a need after an evaluation and parent requests services to be reinstated within the 1 year time period, the district would proceed in a manner similar to any other parent request for special education. The district would meet with the parents, discuss concerns, review data and make a determination regarding next steps. The district may implement a 504, district wide supports or agree to complete an evaluation to reinstate services following the guidelines above.
2. This process is not required when dismissing a student from 1 service on an IEP while the other services continue or upon graduation.