

## Revocation of Consent

While a student is participating in Special Education, their parents may revoke consent for services at any time. If they do this, the school must send a **Confirmation of Revocation of Consent & Prior Written Notice of Termination of Services**. Parents may revoke consent via written or oral communication.

### Revocation of Consent

If parents revoke consent via written communication, a confirmation will need to be sent within 10 days.

**Steps** *To revoke consent via written communication:*

1. Parent fills out one of the consent documents in SameGoal indicating they decline consent.
2. Mark the consent document complete.
3. Create a **Confirmation of Revocation of Consent & Prior Written Notice of Termination of Services**.
4. Enter the date.
5. Select **written** for the type of communication.
6. Provide the date of the revocation.
7. Fill out the rest of the document.
8. Mark the document complete.

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If parents revoke consent via oral communication, a written summary will need to be provided to them within 5 days, and a confirmation will need to be sent within 10 days. If the confirmation is sent within 5 days, the written summary can be included on the form as an attachment.

**Steps** *To revoke consent via oral communication:*

1. The parents verbally inform the school that they revoke consent.
  2. Create a **Confirmation of Revocation of Consent & Prior Written Notice of Termination of Services**.
  3. Enter the date.
  4. Select **oral** for the type of communication.
  5. Provide the date of the revocation.
  6. Optionally, add a summary of the oral communication as an attachment.
  7. Fill out the rest of the document.
  8. Mark the document complete.
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When a parent revokes consent, the student is considered to be no longer participating in Special Education as of the date consent was revoked.