

Discontinuation

A student can be unenrolled from special education for multiple reasons. They could be found ineligible during an evaluation or parents could deny consent. When either of these happen, there is required documentation.

- Child is ineligible
- Consent refused for evaluation
- Consent refused for services
- Consent withdrawn

Child is ineligible

If an evaluation determines that a child is ineligible for special education services, whether it's an initial evaluation or a reevaluation, this needs to be documented in the ETR and with a PWN.

Steps *To document a child is ineligible:*

1. In **Section 4** of the **Evaluation Team Report**, provide the reason why the child is ineligible.
2. If it's an initial evaluation, switch the eligibility category to **(ETNE) Not Eligible for Services**. If it's a reevaluation, switch the eligibility category to **(ETEX) Exiting Special Education**.
3. Mark the document complete once the rest has been filled out.
 - When the ETR is completed, the student will be unenrolled from special education and a PWN will need to notify the parents within 7 days.
4. Create a **Prior Written Notice to Parents**.
5. If it's an initial evaluation, select **Refusal to change the identification, evaluation, or educational placement of the child or provision of FAPE** as the type of action taken. If it's a reevaluation, select **Proposes to change the identification, evaluation, or educational placement of the child or provision of FAPE** as the type of action taken.

6. Fill out the rest of the document and share it with the parents.
7. Mark the document complete.

Consent refused for initial evaluation

If parents do not give consent for their child to be evaluated for special education, they will be removed from the program.

Steps *To document parents refused consent for and initial evaluation:*

1. In the **Parent Consent for Evaluation**, the parents fill out **Part 2**, indicating their refusal.
2. A district representative will fill out **Part 3** and mark the document complete.
 - o The student will no longer be under eligibility review and a PWN will be due within 7 days.
3. Create a **Prior Written Notice to Parents**.
4. Select **Refusal to initiate an evaluation** as the type of action taken.
5. Fill out the rest of the document and share it with the parents.
6. Mark the document complete.

Consent refused for services

Even if a parent consents to an evaluation and their child is found to be eligible for special education services, they may still refuse consent for services.

Steps *To document parents refused consent for services:*

1. In **Section 15** of the **Individualized Education Program**, the parents will sign and indicate they do not consent to services.
2. In **Section 11**, change the outcome to **(IEPR) IEP Complete-Parent Refusal**.
3. When the rest of the document has been filled out, mark it complete.
4. If this was an annual review (not an initial IEP), create a **Prior Written Notice to Parents**.
5. Select **Proposes to change the identification, evaluation, or educational placement of the child or provision of FAPE** as the type of action taken.
6. Fill out the rest of the document and share it with the parents.
7. Mark the document complete.

Consent withdrawn

A parent/guardian may withdraw consent for services at any time. There are several ways to document this; each generates a CIEP event in the student's EMIS GE record.

Steps *Acknowledge a parent/guardian request to revoke services with a PWN:*

1. Create a **Prior Written Notice to Parents**.
2. Select **Revocation of Consent** as the type of action taken.
3. Fill out the rest of the document and share it with the parents.
4. Mark the document complete.

Steps *During an annual IEP Review:*

1. Visit the IEP.
2. In **Section 15** under **IEP Review (Change of Placement)**, parent should select **I revoke consent for all special education and related services** and enter **DATE**.
3. Mark the document complete.

Steps *During an IEP amendment:*

1. Visit the IEP.
2. Amend the IEP.
3. On the **Cover Page** under the **AMENDMENTS** table, click **add Amendment**.
4. Enter the proposed changes to be reviewed by parent/guardian.
5. Upon IEP review with parent, if parent wishes to revoke consent, in **Section 15** under **IEP Review (Change of Placement)**, parent should select **I revoke consent for all special education and related services** and enter **DATE**.
6. Mark the document complete.

When the document is completed, the student will be unenrolled from the special education program.