



EXITING ALL OR PARTIAL SPECIAL EDUCATION SERVICES PROCEDURE

Forms You Will Need

- Notice of a Team Meeting
- Prior Written Notice and Parental Consent/Objection for Evaluation/Reevaluation Plan
- Evaluation Report (ER) OR Performance Area Assessment (PAA) form
- Prior Written Notice & Parental Consent/Objection for Exiting Services or Amending IEP Services
- Agreement to Amend (only if partially exiting or changing services) form

Setting up the Meeting and Re-evaluation Plan

- Contact Parents
 - Call parents to set up a meeting time, informing them of your intention to discuss dismissal from special education service following a re-evaluation.
 - When establishing a team meeting date, remember to allow fourteen calendar days for receiving parent permission to conduct the re-evaluation and set the date after that timeline.
 - Explain to the parents that you will be sending out forms to obtain their consent for a re-evaluation to determine their child's continuing need for specialized instruction.
 - During the phone call, gather information on how they feel their child is doing. You will be able to use this information when writing the Evaluation Report (ER) under the "Information Reported by Parents" section or completing the Performance Area Assessment form.
 - Document your phone call using SPED forms' Communication Log.
- **Complete Notice of a Team Meeting (NTM):**
 - Identify the date of the meeting notice as that of your phone call.
 - Identify the time, date, and place for the meeting as well as the anticipated length of the meeting.
 - Document the purpose of the meeting is to discuss the re-evaluation results and determine the child's need for special education and related services.
 - Document the name and title of those expected to attend.
- **Complete Prior Written Notice (PWN) for Evaluation/Re-evaluation:**
 - Check box (b) indicating this is a notice for re-evaluation and check the first of the two boxes below indicating a review of existing data will be conducted to determine continuing need for special education services.
 - Respond to the five statements below that section using the following drop down menu options:
 - **Statement 1:** Changes have occurred requiring assessment of _____'s eligibility and need for special education services in the area of _____ at this time.
 - **Statement 2:** Teacher input, parent input, classroom observations, review of prior evaluation data, input from service providers, and review of progress on goals and objectives.
 - **Statement 3:** The team considered gathering new test data, but determined there was sufficient existing information to determine _____'s continued eligibility and need for special education services.
 - **Statement 4:** The Team determined no adaptations were necessary.
 - **Statement 5:** No other relevant factors were identified by the team.

- **Complete Evaluation Procedures Section**
 - Fill out the re-evaluation plan sections by indicating all areas to be reevaluated using methods that include reviewing previous evaluation data, review of work samples, classroom observations, progress on goals and objectives, and overall file review.
- **Complete Parental Consent/Objection**
 - This form is sent with the Prior Written Notice (PWN) Evaluation/Reevaluation Plan to parents.
 - The PC/O is dated the same as the PWN with “district use only” boxes completed with accurate dates.
- **Send Materials Home to Parents**
 - Send all of the following to parents: Notice of Team Meeting, Prior Written Notice and Parental Consent/Objection Evaluation/ Reevaluation Plan forms.
 - Wait until you receive the Parental Consent/Objection form back or fourteen calendar days have passed to begin your evaluation.

PRIOR TO THE MEETING

- **IF** you are exiting the student from any and all services, use the Evaluation Report to write up the results.
- **IF** you are exiting the student from one area while maintaining services in other areas, such as exiting from speech and maintaining SLD services, use the Performance Assessment Area (PAA) form to write up the results.
 - In this situation, **DO NOT** use the Evaluation Report to write up the results because this would change the date of the last comprehensive evaluation.
- Make two copies of the ER or PAA so you have one for the cumulative folder and one to give the parent at the team meeting.
- Prepare the Prior Written Notice (PWN) and Parental Consent/Objection (PC/O) forms outlining the proposal to exit. These forms should be dated for the team meeting and will be used for dismissal from services.
- If you are exiting the student from one or more of several services and continuing the rest of an IEP, prepare the Agreement to Amend form (located in the IEP section of SPED forms) to reflect the decrease or termination of services related to the specific area(s) assessed and in need of amending.

AT THE MEETING

- Review the Evaluation Report(ER) OR Performance Assessment Area (PAA) and provide parent(s) with their copy.
- Present parent(s) with the PWN and PC/O for exit and, if needed, the Agreement to Amend form agreeing to the proposal for discontinuing services.
- Thank all team members for their participation.
- Allow 14 calendar days to receive parent consent to the proposal for dismissal.
- Ensure all dates are correctly identified on the forms and file paperwork.