

# August 2015

## Written Notice to Parents

When do you use this form?

# Every time you meet

## IEP

- Initial
- Subsequent

## Parent Consent

- Initial
- RE-evaluation

## MEEGS

- Initial
- RE-evaluation

# Other uses of Written Notice

## PARENT FAILS TO RESPOND

- Does not show for meeting
- Must have two forms of contact: 1) Parent Contact Sheet documenting call and 2) Invitation for Meeting

## Parent Revokes Consent in Writing

- Treat as a typical peer
- Lose all modifications, TAs support, or any other IEP service
- Revocation is in its entirety

# Always write in “Past Tense”

- Written Notice is a summary of what went on in the formal meeting with the parent
- Therefore, the grammatical means of indicating the outcome of the meeting being referred to took place in the past.
- Written Notice may be given to the parent at the meeting or be held to mail at a later time (within a reasonable time frame—e.g., 10 school days).

# Definition

- Written Notice is informing parents or the adult student (students aged 18 or older), in writing (within a reasonable time), before the LEA proposes or refuses to initiate or change the student's..... identification, the evaluation, educational placement or the provision of FAPE.

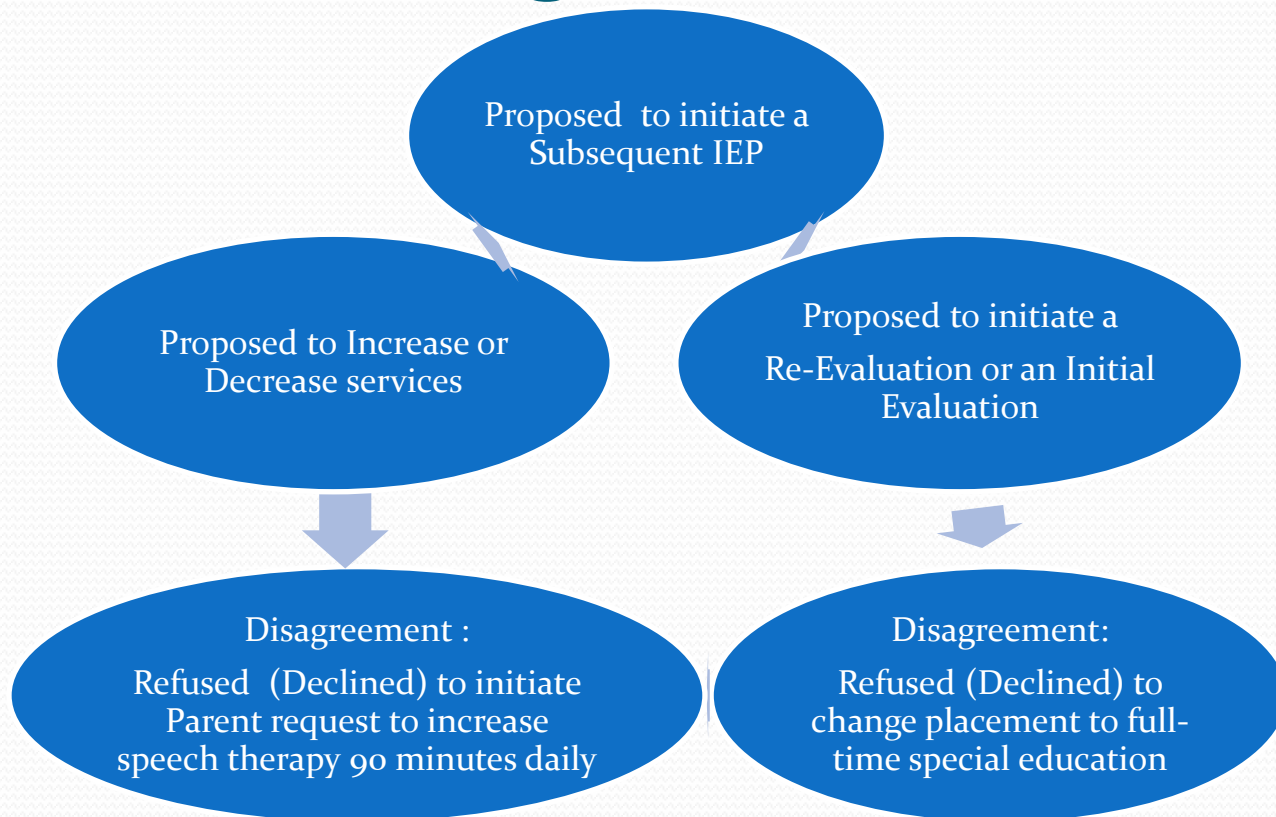
# Always write to the Parent or Adult Student if 18 years old

- School personnel proposed to initiate the identification of your child as having a disability which requires special education.
- School personnel proposed to initiate a re-evaluation to determine the extent of special education and related services needed and if your child continues to be eligible for services.
- School personnel refused (declined) to change your child's placement to full-time special education, because based on his current level of performance.....

# Content of Written Notice

- Explanation of proposal or refusal
- Reason(s) for the Proposal or Refusal
- Description of any options considered and reasons refused
- Description of each evaluation procedure....as a basis for the proposed or refused action
- Description of any other factors relevant to the proposal or refusal

# What does it mean “Description of Action: proposed or refused, to initiate or change?”





# What are the Reasons or Rationale for the proposal or refusal?

- Subsequent IEP:
  - 1) To update the goals and objectives to meet the student's current present levels of performance.
- Increase or Decrease the amount of time and frequency for either the type of service or a related service, because the student has shown growth and no longer needs the intensive support
- What were the reasons for change of placement?

# Options Considered and Reasons Refused

- What were some of the true/real options discussed about services?
- What options were discussed about placement?
- What assessment options were discussed? (e.g., team discussed the option of conducting additional assessments, yet determined not appropriate due to existing data provided all of the information in order to complete the 3 year re-evaluation.
- What options were discussed about accessing general ed classes?

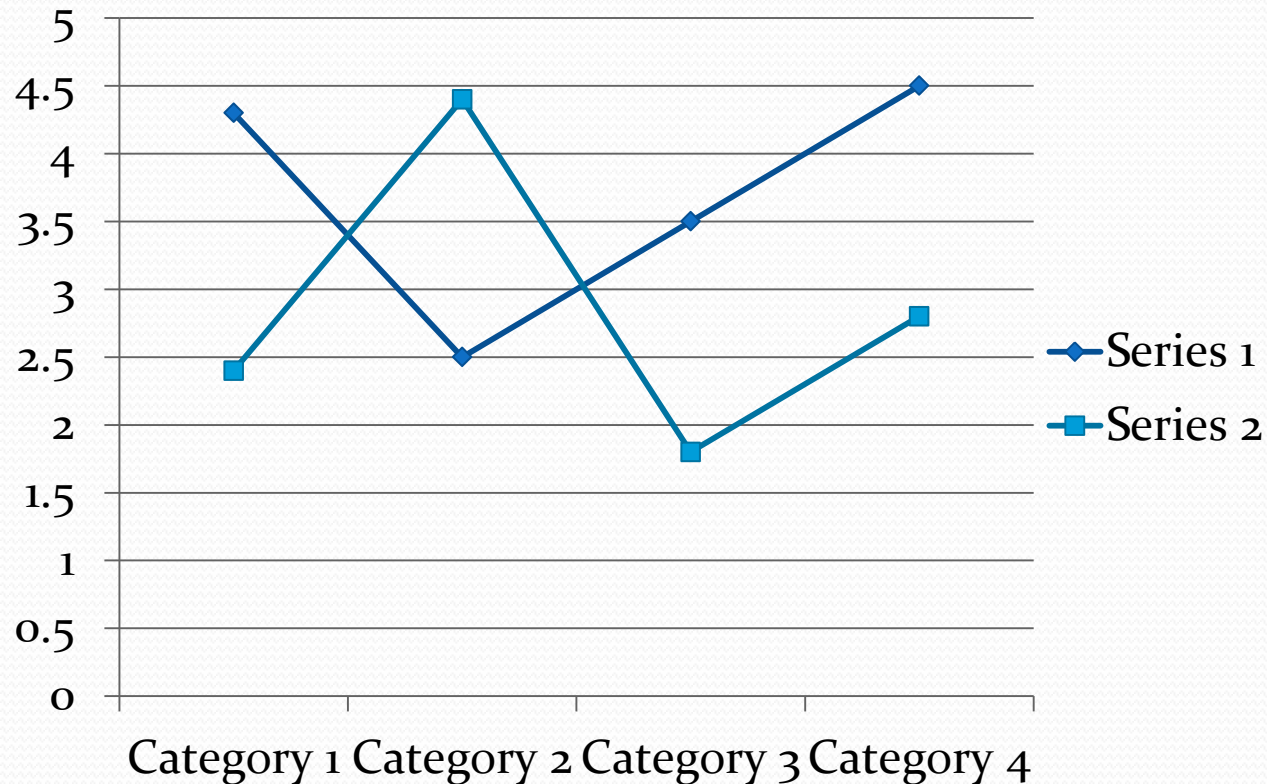
# Never a NOT, NOT sentence

- **Never write:** *“We determined not to conduct a re-evaluation because we did not need any more information.”*
- **Never write:** *“There are no options, it is the law to re-evaluate.”*
- **Please Write:**

“The team discussed the option of gathering additional information, but determined it was not necessary due to the fact the existing data was sufficient to determine eligibility, present levels of performance and continuation of services on the IEP.”

# Basis for the proposal or refusal

- List data



# Other factors relevant

- Parent did not show.....If you have documentation on the Parent Contact staff called the parent to set up the IEP meeting AND the Invitation for Meeting form was mailed to the parent, then a Written Notice would be completed. Under Other factors relevant.....make a statement that the school personnel attempted a phone conference, but **could not reach parent**, and would be glad to get together on another date that was mutually agreed upon, convenient for the parent and agreed upon by school personnel, to discuss the subsequent IEP to explain any proposal or refusal

# Legal document

- Will be utilized in a due process.
- Make certain to obtain assistance when writing a Written Notice for the first time.
- If the IEP meeting does not go well, do not provide the parent a Written Notice at the meeting, instead contact the Vertical Consultant that serves your building to help review what happened and gain assistance in documenting the summary of the meeting results of either the proposed action or the refused action.