

**Part I. General Policies and Procedures**  
**Section C.1: Exceptional Student Education Procedural Safeguards**  
**Appendix D**  
**Parent Revocation of Consent for Special Education and Related Services**

The following procedures will be in place regarding changes to 34 CFR 300.300.

If the parent has revoked consent for special education and related services:

1. Parental request to revoke consent for special education and related services **must** be in writing to the EE/SS Support Team Administrator, who then contacts parent and reviews implications:
  - Elementary/Middle
    - Loss of instructional accommodations and modifications
    - Loss of testing accommodations
    - General education promotional criteria and if applicable the loss of special standards promotional criteria
    - Loss of IDEIA protection for Code of Conduct violations (suspension and manifestation determination)
    - Loss of transportation (if applicable)
    - Change in classroom and/or school placement (if applicable)
    - Once dismissed per parent revocation of consent, initial evaluation is needed for reenrollment in special education
    - Students age 14 or higher - loss of transition services with outside agencies
  - High School
    - Loss of instructional accommodations and modifications
    - Loss of testing accommodations
    - General education promotional criteria and if applicable the loss of special standards promotional criteria
    - Loss of IDEIA protection for Code of Conduct violations (suspension and manifestation determination)
    - Loss of transportation (if applicable)
    - Change in classroom and/or school placement (if applicable)
    - Once dismissed per parent revocation of consent, initial evaluation is needed for reenrollment in special education
    - Loss of FCAT waiver option
    - Loss of required academic credits for students currently following a course of study leading to a special diploma, resulting in delayed graduation (if applicable)
    - Loss of transition services with outside agencies
2. An IEP/Reevaluation meeting must be scheduled immediately. The EE/SS Support Team Administrator will assist in scheduling the required team members too include an Admissions Representative and School Psychologist.
3. The parent invitation is required. Parent participation is voluntary. The following must be documented:
  - Review/update of Individual Education Plan (IEP) or Educational Plan (EP)
  - Discussion of reevaluation/review
  - Consideration of dismissal from (list programs) and state “per parent request”
4. The Reevaluation Review Team (RRT) meeting is held to:
  - Complete the *Informed Notice/Consent for Reevaluation* form and document the following:
    - A more frequent reevaluation
    - Review of IEP, Parent Input, Other: Parent letter
    - No further information or formal testing is required or recommended.
    - Comments: “The parent has written a letter dated \_\_\_\_\_, requesting termination of special education and related services.”

**DISTRICT: DUVAL**

- Review and document progress toward goals and objectives on hard copy of current IEP at the meeting.
- Complete an *Informed Notice/Change in Placement/FAPE* to document the proposal to discontinue services and allow a “reasonable period of time...to fully consider the change and determine if they have any additional questions or concerns regarding the discontinuation of services” (p. 73008, *Federal Register*, December 1, 2008). Implications for revoking consent must be discussed and documented on the *Informed Notice/Change in Placement/FAPE* and the *Parent Revocation of Consent for Special Education and Related Services Discussion* form
  - Elementary/Middle
    - Loss of instructional accommodations and modifications
    - Loss of testing accommodations
    - General education promotional criteria and if applicable the loss of special standards promotional criteria
    - Loss of IDEIA protection for Code of Conduct violations (suspension and manifestation determination)
    - Loss of transportation (if applicable)
    - Change in classroom and/or school placement (if applicable)
    - Once dismissed per parent revocation of consent, initial evaluation is needed for reenrollment in special education
    - Students age 14 or higher - loss of transition services with outside agencies
  - High School
    - Loss of instructional accommodations and modifications
    - Loss of testing accommodations
    - General education promotional criteria and if applicable the loss of special standards promotional criteria
    - Loss of IDEIA protection for Code of Conduct violations (suspension and manifestation determination)
    - Loss of transportation (if applicable)
    - Change in classroom and/or school placement (if applicable)
    - Once dismissed per parent revocation of consent, initial evaluation is needed for reenrollment in special education
    - Loss of FCAT waiver option
    - Loss of required academic credits for students currently following a course of study leading to a special diploma, resulting in delayed graduation (if applicable)
    - Loss of transition services with outside agencies
- Document “Current Placement” and “Proposed Placement” – Other: “General Education”
- Propose Change of FAPE, “Discontinue special education and related services.”
- Detail any other factors which were relevant to the district’s proposal. Include an explanation of the reason(s) for the proposed change in placement and/or FAPE: “Parent has revoked consent for special education and related services – letter attached.”
- Document on the FAPE, if parent is present: “Implications for revoking consent were discussed. See attached sheet.”
- Delay initiation date seven (7) to (10) days from meeting date, EVEN IF PARENT IS PRESENT.

- Complete the *Eligibility Determination/Staffing* form (012) to document the dismissal from special education and related services per parent request. Document the following:
  - Comment: “The parent has written a letter requesting termination of special education and related services.”
  - Is recommended for dismissal from:\_\_\_\_\_
  - Is recommended for dismissal from Exceptional Student Education (ESE), based on the IEP/EP team meeting, which reviewed evaluation data indicating the student will participate in the general curriculum without ESE support.
  - Recommendation(s) for dismissal are based on a review of the following:
    - IEP
    - Parent Input
    - Other factors considered include: “Parents revoked consent for special education and related services.”
- 5. The parent should receive copies of the IEP with results, *Informed Notice/Consent for Reevaluation, Eligibility Determination/Staffing* form (012), *Informed Notice/Change in Placement/FAPE*, and *Parent Revocation of Consent for Special Education and Related Services Discussion* form. Copies of these documents must be mailed to the parent if the parent is NOT in attendance at the meeting.
- 6. The Admissions Representative submits the *Informed Notice/Consent for Reevaluation, Eligibility Determination/Staffing* form (012), the *Informed Notice/Change in Placement/FAPE*, Parent Letter and the *Parent Revocation of Consent for Special Education and Related Services Discussion* form for imaging to the Coordinator of Admissions and Placement to assure transportation is terminated and leave codes are entered.
- 7. EE/SS Support Team Administrators will communicate with the principal of the receiving school when the child is leaving a district assigned site and returning to the neighborhood school.

**If during the meeting the parent decides not to revoke consent for special education and related service, the parent must document the change in writing and the *Eligibility Determination/Staffing* form (012) should indicate continuation of current program(s).**

**If during the time between the meeting date and the initiation date (indicated on the FAPE) of the termination of services the parent decides to rescind the revocation of consent, the following steps should be followed:**

1. The parent must document the request in writing for the student to continue to receive special education and related services.
2. Upon school receipt, a copy of the request must be sent to the EE/SS Support Team Administrator.
3. An IEP/Reevaluation meeting must be scheduled immediately. The EE/SS Support Team Administrator will assist in scheduling the required team members.
4. The RRT meeting is scheduled using hard copy (parent invitation is required) to document the following:
  - Other: “Parent rescinds revocation of special education and related services”
  - Document multiple varied attempts to invite the parent to participate in the RRT meeting.
5. At the RRT meeting, the following must be completed:
  - *Informed Notice/Consent for Reevaluation* (hard copy), to document the following:
    - A more frequent reevaluation
    - Review of IEP, Parent Input, Other: Parent letter
    - No further information or formal testing is required or recommended.
    - Comments: “The parent has written a letter dated \_\_\_\_, requesting continuation of special education and related services.”

- An *Informed Notice/Change in Placement/FAPE* (hard copy) must be completed to document the continuation of services.
  - Document “Current Placement”: placement based on previous IEP; “Proposed Placement”: placement based on previous IEP
  - Proposed Change of FAPE: “Continue special education and related services.”
  - If any other factors were relevant to the district’s proposal, they included **or** Explanation of the reason(s) for the proposed change in placement and/or FAPE: “Parent has rescinded the revocation of consent for special education and related services – letter attached.”
  - Initiation date is the date of meeting whether the parent is attendance or not. Written parent letter documents the parent’s desire for services.
  
- The *Eligibility Determination/Staffing* form (012) (hard copy) to document the continuation of programs.
  - Document the ESE program(s) for which the student is placed.
  - Comment: “The parent has written a letter rescinding the request to terminate special education and related services.”
  - Recommendation(s) for continuation in the ESE program(s) for which the student is placed.
  - Evaluation procedures: check other and write “parent letter.”
  - Other factors considered include: “Parents rescinded the revocation of consent for special education and related services – see attached letter.”
  
- The IEP is reviewed and if changes are needed, an addendum IEP is completed.
  
- The parent should receive copies of the IEP, *Informed Notice/Consent for Reevaluation, Eligibility Determination/Staffing* form (012), and *Informed Notice/Change in Placement/FAPE*. Copies of these documents must be mailed to the parent if the parent is NOT in attendance at the meeting.
  
- The Admissions Representative submits the *Informed Notice/Consent for Reevaluation, Eligibility Determination/Staffing* form (012), the *Informed Notice/Change in Placement/FAPE*, and Parent Letter for imaging to the Coordinator of Admissions and Placement to assure transportation is reinstated (if applicable) and to assure leave codes are removed.
  
- EE/SS Support Team Administrators will communicate with the principal who was previously notified regarding the change in school placement.

**DISTRICT: DUVAL**