



Dismissals and DNQ Procedures

WCED (Procedure and Recommendations):

DNQ: If a student is evaluated and Does Not Meet any eligibility criteria areas for special education, the ER would indicate they Did Not Qualify and the case manager would complete the questions of the PWN regarding the evaluation. The Parent Consent pages are not included with the PWN as the parent isn't required to sign when a student Does Not Qualify.

Dismissal of 1 service from an IEP: You do not need to do a new evaluation report when dismissing one service from an IEP while other services are continuing. It is recommended to dismiss the one service at the time of the annual IEP otherwise it would require an amended IEP. Service provider whose service was dismissed must document a follow up within one year. Documentation should be placed in student's master Sped file.

Dismissal of All Sped Services: An evaluation must be completed to document the child is no longer a 'child with a disability'. The evaluation tools would be based what is needed in order to address criteria and indicate student no longer meets eligibility criteria. The PWN must be completed indicating the change of placement for the dismissal. Only send home the PWN questions and not the Parent Consent portion as the parent does not need to sign a PWN for a dismissal.

Case manager must follow up within a year by checking in with teachers mid quarter; parents and possibly student. Documentation should be placed in student's master Sped file.

During that 12 months, If student is having difficulties and the team determines the student needs service again, a new evaluation report would be completed to indicate the student is meeting criteria for services and is a student with a disability. This evaluation is considered a re-evaluation. If the student is not brought back in and is doing well for the 12 months but has difficulty after the 12 months, it would be considered an initial.

Graduation/Aging Out: An evaluation is NOT needed for students who are graduating or aging out of special education services. A PWN must be completed identifying the event as a Change of Placement and a Summary of Performance must be completed identifying present levels. Copies are given to student/guardian and placed in special ed file.