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## **Dismissal Procedures**

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### **Dismissal of All SpEd Services:**

An evaluation must be completed to document that the student does not have a disability. The evaluation tools for this assessment should be determined by your child study team and would be based on what is needed in order to indicate that the student no longer meets eligibility criteria and is not in need of special education services. This evaluation report becomes the “date of the last evaluation” and is a reference point for the one year follow up. (see below)

#### **Steps:**

1. Prior Written Notice for a re-evaluation.
2. Evaluation conducted and completed within the 30 day timeline.
3. Team Meeting Notice and Meeting - review the evaluation and eligibility. Treat this meeting as a potential IEP meeting and have all required team members present if the data suggests the student should not be dismissed, if the dismissal is a student with a Learning Disability (ER signatures are required for LD), or if there is any uncertainty within the team.
4. If the determination is to dismiss, send a Prior Written Notice inclusive of the parent signature page, potential consequences:
  - a. Parent consents and signs - all SpEd services are discontinued as of the date you receive the PWN
  - b. Parent does not return the PWN - all SpEd services are discontinued 14 calendar days after the date on the PWN.
  - c. Parent chooses one of the two objection boxes and signs - contact your SpEd Coordinator or Special Education Director for next steps.

### **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. The Prior Written Notice would document the data leading to dismissal of one service. Service provider whose service was dismissed must document a follow up within one year. Documentation of the one year follow up should be placed in the student’s master SpEd file.

## **Follow Up**

The case manager must follow up within a year by checking in with teachers, parents, possibly the student. Documentation of the follow up should be placed in the student's master SpEd file, there isn't a standard format for this in SpEd Forms but

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. Send the signature page with the PWN, but it is not necessary for parent/student to sign/return.