**PARENT NOTIFICATIONS**

**Notification of Conference**

Conferences must be held at a date and at a time “mutually agreeable” with the parents.

“Parent/Guardian Notification of Conference”

The form must be completed prior to any domain, eligibility, or IEP meeting. The form must be provided to the parent at least **10 calendar days** prior to the meeting, unless the parent agrees to waive the 10-day written notice requirement.

Three attempts to contact the parent/guardian must be made prior to the meeting and documentation must be kept of the dates and kinds of contacts. If the parent does not attend the conference, the attempts will be documented on the IEP Conference Summary Report.

A choice of dates and times may be offered to the parent/guardian by letter or phone prior to sending this notice, but this notice still must be sent.

The conference for which this notice is sent may be multipurpose. Check all the boxes that apply or may apply so parents are notified in advance of any intended purpose(s) of a conference.

When scheduling any domain meeting, check the following box on the Notification of Conference form:

* Review your child’s educational status and determine what additional data, if any, are needed to complete your child’s evaluation.

If the meeting is for re-evaluation planning purposes, or involves a student who has received services through a Response to Intervention process, and it is suspected that no additional data will be needed for you to proceed into the Evaluation or Re-Evaluation meeting, also check the following boxes:

* Review your child’s recent evaluation to determine, reconsider, or change your child’s eligibility for special education and related services.
* Review your child’s eligibility and needs for special education and related services.
* Review and/or develop your child’s Individualized Education Program (IEP) and determine the child’s educational placement.
* Any additional boxes related to development of this child’s IEP (e.g., transition, behavior intervention plan, etc.) as applicable

For meetings for the purpose of determining eligibility, the following boxes should be marked:

* Review your child’s recent evaluation to determine, reconsider, or change your child’s eligibility for special education and related services. (Initial or Re-Evaluation)
* Review your child’s eligibility and needs for special education and related services. (Re-Evaluation)
* Review and/or develop your child’s Individualized Education Program (IEP) and determine the child’s educational placement. (Initial or Re-Evaluation)
* Any additional boxes for IEP purposes (e.g., transition, developing behavior plan, etc.) that may be discussed at the meeting

For meetings for the purpose of an Annual Review, the following box should be checked:

* Review and/or develop a child’s IEP and determine Educational Placement;

The following may be checked:

* Consider post secondary goals and transition services; (if 14 ½ or older)
* Consider the need for a functional behavioral intervention assessment;
* Review a need to create or revise a behavior intervention plan;

For Annual Reviews taking place during the student’s senior year, the following box may also be checked:

* Review anticipated date of graduation.

For Manifestation Determination Review meetings, the following boxes should be checked:

* Review and/or develop a child’s IEP and determine Educational Placement;
* Consider relatedness of a child’s disability to behaviors that resulted in a disciplinary code violation;
* Review the child’s recent change of placement due to suspension;
* Consider the need for a functional behavioral intervention assessment;
* Review a need to create or revise a behavior intervention plan;

The following might be checked:

* Determine the location of the interim alternative educational setting;

**Waiver of 10-Day Written Notification of Conference**

By law parents are required to be notified in writing of meetings at least 10 calendar days in advance of the meeting. This notification needs to be in the language they speak. If a parent agrees to waive the 10-day notice, the Notification of Conference Form is still completed in addition to the Parent/Guardian Waiver of 10-Day Notice of Meeting Form.

**Excusal of IEP Team Member**

A school district and the parent/guardian may agree to excuse and IEP team member in whole or in part. The IEP team member may be excused if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member’s area of curriculum or related services is not being modified or discussed in the meeting. A member of the IEP team may also be excused from attending an IEP team meeting when the meeting involves a modification to discussion of the special and related services, if the parent/guardian and district agree, in writing, and the team member submit, in writing, input into the development of the IEP prior to the meeting.

This Excusal Form must be completed prior to the IEP meeting, which could occur immediately prior to introducing participants and beginning discussion.

Mark if the personnel are team members not required to attend:

* if their individual area of curriculum, content or related service will not be discussed or modified at the meeting, or
* if a modification or discussion of that personnel’s area of the curriculum or related services will occur but they submitted input into the IEP in writing to the parent and team prior to the meeting.

Parents must sign and date the form as well as an authorized school member. The form must also be signed at the bottom with the name and title of the person responsible for the form.

If the parent is not in attendance AND another required IEP member is not in attendance, the meeting cannot be held unless the Excusal Form was signed prior to the meeting occurring.

**Notification of IEP Amendment**

Minor changes can be made to an IEP when the school district and the parent/guardian agree not to reconvene the IEP meeting. Minor IEP changes do not change a student’s placement.

The Parent/Guardian Notification of an Amendment to the IEP must be completed. The date of contact with the parent, district personnel and title, and the mode of communication should be documented on the form. The actual changes and an explanation of the changes should be documented. The district should ensure that the written documentation of the minor changes reflects the communication that took place with the parent/guardian. Include a date that the changes will begin. The name, title, and phone number of the district contact person should be included.

This form must be attached to the student’s IEP, which should have the amended parts clearly indicated. A copy of the student’s current IEP, along with this form should be given to the parent/guardian.

**Procedural Safeguards**

The Explanation of Procedural Safeguards summarizes and notifies the parent/guardian regarding the procedural safeguards to which they and their child are entitled. It is extremely important that someone knowledgeable of the procedural safeguards review them with the parent and not simply hand the parent a copy.

The Explanation of Procedural Safeguards must be provided to the parent at the time of:

* An initial request for evaluation;
* Receipt of the first written State complaint;
* Receipt of the first due process complaint;
* A disciplinary removal that constitutes a change in placement;
* Parental request;
* Annual review

A copy of the procedural safeguards is included on Filemaker.

**Behavior Intervention Policies and Procedures**

At each initial IEP meeting, staff must provide parents with a copy of the behavior intervention policies and procedures. At each Annual Review a copy of the behavior intervention policy must be provided. A copy of the policies and procedures are included on the VASE website.

**Notification of Conference Recommendations**

At the conclusion of any meeting, the parent must be provided a copy of the Notification of Conference Recommendations. This form summarizes and notifies the parent/guardians of any recommendations made at the conference. The form must be checked to indicate all of the determining decisions made at the meeting. Only decisions which were made at that particular meeting should be checked.

The box to waive the 10-day interval for initial or change in placement should be checked, dated, and signed by the parent if they so choose to waive the 10-day interval prior to the beginning or change of services.

The form is completed once the case manager or another assigned team member signs the form, including their name and title.

**Parental Consent for Initial Special Education Placement**

After the development of an Initial IEP, a parent/guardian’s voluntary written consent must be obtained on the Parent/Guardian Consent for Initial Provision of Special Education and Related Services form.

This form is also used if a parent/guardian does not give consent for special and/or related services programming as indicated in the IEP and exempts the school district of any violation of a free, appropriate education (FAPE) for the student.

The district must ensure that parents understand that the services will be provided in accordance with the conference recommendations and the date of initiation in the IEP.

At no time shall parental consent for placement be obtained without the development of an IEP.

**Request for Independent Evaluations**

Parents have the right to request an Independent Educational Evaluation (IEE) if they disagree with the evaluation completed by your district. There is information regarding this in the Procedural Safeguards. Contact the VASE Director immediately if a request for an independent educational evaluation is made.

**Parent Revocation of Consent for Services**

Parents have the right to revoke consent for evaluations and services. Within 10 calendar days after the School District’s receipt of written revocation of consent, the School District will provide the parent with prior written notice using the Parent/Guardian Revocation of Consent form, at which time all IEP services shall cease. Within 5 calendar days of the date that an oral revocation is communicated, the School District will memorialize the oral revocation in a written summary and send it home to the parents. At this time, all IEP services shall cease. When a parent revokes consent for special education and related services:

* 1. the School District may not utilize mediation or the due process procedures to obtain agreement or a ruling that the services may be provided to the child;
  2. the School District is not required to convene an IEP meeting or develop an IEP for the child for further provision of special education and related services;
  3. the School District will not be considered to be in violation of the requirement to make a free appropriate public education available to the child because of the failure to provide the child with further special education and related services; and
  4. the School District is not required to amend the child’s education records to remove any reference to the child’s receipt of special education and related services because of the revocation of consent.

District personnel should never encourage or suggest the option of revoking consent.

When a parent revokes consent, the district should offer to meet with the parent to discuss their decision. The district should provide an explanation of the effects of the revocation, with emphasis that the student will no longer be entitled to the procedural safeguards afforded to students with disabilities.

**Transfer of Rights due to Age of Majority**

Parent/Guardian and Student Notification of Transfer of Rights Due to Age of Majority provides the parent/guardian and student notice of the transfer of rights when the student reaches the age of majority (18 years of age).

This form must be sent to the parent/guardian and student ONE YEAR PRIOR to the student’s eighteenth birthday. This provides notice that the transfer will occur automatically on the student’s eighteenth birthday.

All of the parental rights discussed in this document will transfer to the eligible student at the age of majority, unless the school district is notified otherwise.

If a student with a disability has been determined to be incompetent under State law, the student’s parent/guardian must provide the district with a copy of the court order. This document will identify the individual designated to represent the student’s educational rights.

The parent/guardian retains the right to receive ten (10) day notice prior to the date of any conference.

All rights of parents are transferred to the student once he/she:

1. reaches the age of 18;

2. graduates from secondary school;

3. is attending a post-secondary institution;

4. marries; or

5. enters military service, whichever comes first.

**Delegation of Rights**

In addition to the Transfer of Rights due to Age of Majority, at age 18 the Delegation of Rights to Make Educational Decisions form must be completed. Students have the option of delegating those rights or maintaining their rights to make their own educational decisions.

**Release of Information**

A VASE Release of Information form must be signed by parents if they desire for the school to release or obtain information to/from another party. This form is located on the Filemaker program. It is illegal to release or obtain any student information to/from another party without the written consent of the parent.