



Steps for terminating some or all Special Education services

Exiting a student from all Special Education Services

A re-evaluation with full due process is required to exit a student from all special education services prior to graduation.

Steps:

1. The team determines that a child is no longer a child with a disability.
2. The team creates the evaluation plan. All relevant areas must be addressed; however, standardized tests need not be given. Rather, a review of records as well as anecdotal information based on progress, observations, parent input, and teacher input may be used.
3. The Plan is sent home and, following signature or 14 days, the team proceeds with the evaluation.
4. The evaluation is concluded within 30 days and an **evaluation report** proving that the child is no longer a child with a disability and does not require specialized instruction is written.
5. IEP manager sends to the parents the completed Evaluation Report along with the **Prior Written Notice** indicating that the student is no longer a child with a disability and does not require specialized instruction therefore exiting Special Education.

Discontinuing Partial Special Education Services

Student has a primary handicapping condition but also receives related services such as speech language or has a secondary handicapping condition. The student meets his secondary disability goals and/or no longer requires the related service. Therefore only some but not all services are discontinued.

Steps:

1. A Team Meeting Notice is sent and a Team meeting is held.
2. At the meeting, it is determined that the student has met secondary goals or no longer has related service needs but does continue to demonstrate a need in the primary disability area.
3. **Present levels of performance are updated** on the IEP proving documented evidence that there is no longer a continuing need for the service areas.
4. Documentation is supported in the **Prior Written Notice** sent with the completed IEP.

Parent's Request for Discontinuation of Special Education Services

This process is used when the parents wish to discontinue special education services for their child. The team may or may not agree but parents are not required to access service. Keep in mind that parents cannot pick and choose which services they want for their child. They may only request removal from all services.)

Steps:

1. Parents formally request in writing that their child no longer receive special education services.
2. The team explains to parents the consequences of removing their child from special education.
3. Parents sign the **Revocation of Consent for Special Education** form found in SPED Forms.
4. Team completes the **Prior Written Notice: Withdrawal of Consent** which is then send to parents.

November 2011