

Parent Withdrawal to Home School – Student with a Disability

When a parent withdraws their child from a public school and enrolls in home school you must:

- Call an IEP meeting to do a change of placement.
- You may hold this meeting without the parents if they do not wish to participate.
- Offer the parents IEP services
- The parents have three options
 1. Accept the IEP services - They must accept the IEP services in their entirety and services will be provided at the public school during school hours.
 2. Refuse IEP services – The IEP case manager must complete the **Prior Notice of Special Education Action** form and send it to the district office with meeting minutes.
 - ✓ The district will send the paper work with a FAPE letter.
 - ✓ The FAPE letter will need to be sent annually until the 3-year evaluation is due.
 3. Parents may revoke consent for initial placement into special education in writing.
 - ✓ Notify the special education director or designee should this occur.
 - ✓ The special education director will complete the **Prior Notice of Special Education Action** form with the appropriate language.

Initial Eligibility for a Home School Student

The following procedures will need to be completed as with any referral:

- **Child Find** - The District is responsible for the identification and evaluation of any student within its jurisdiction. The parent may refer a home school student to determine eligibility for special education services or a previously served student may be already identified.
- **Written Prior Notice** – Invite parent as the teacher rep. to a SET meeting and determine if an evaluation will be done. (Include a regular education teacher if the student may participate in any part of the district's regular education program.)
- **Evaluation** – Must be evaluated in all areas of suspected disability.
- **Eligibility** – After eligibility has been established, offer the parents an IEP. Have the draft at the meeting.
- **The parents have two options:**
 1. Accept the IEP services - They must accept the IEP services in their entirety and services will be provided at the public school during school hours.
 2. Refuse IEP services – If the parents do not want services you must:
 - ✓ Have the parents sign the **Prior Notice of Consent for Initial Provision of Special Education Services** form declining consent.
 - ✓ Complete the **Prior Notice of Special Education Action** form indicating the parent has declined services and offering a re-evaluation should the parents request services in the future.
 - ✓ No further follow-up is needed.

Home School 3-Year Evaluations

Review Annually within IEP Timelines. These must be completed whether the parents participate or not.

1. The student may be made ineligible due to lack of data and information if the parents refuse to present the child for testing or they do not sign consent that requires parental permission.
2. If this occurs, find the student ineligible and complete a **Notice of Special Education Action** form indicating the district stands ready to do a more complete evaluation should the parents change their mind.
3. If parents no longer want an IEP, and the student continues to "qualify" the case manager must complete the **Notice of Special Education Action** form and send it to the district office with meeting minutes.
 - ✓ The district will send the paper work with a FAPE letter.
 - ✓ The FAPE letter will need to be sent annually until the 3-year evaluation is due.
4. Parents may also revoke consent for initial placement into special education in writing.
 - ✓ Notify the special education director should this occur.
 - ✓ The special education director will complete the Prior Notice of Special Education Action.

Annual Reviews – Home school IEP

- Review annually within IEP timelines.
 1. If the parents no longer want an IEP, the case manager must complete the **Notice of Special Education Action** form and send it to the district office with meeting minutes.
 - ✓ The district will send the paper work with a FAPE letter.
 - ✓ The FAPE letter will need to be sent annually until the 3-year evaluation is due.
 2. Parents may also request, in writing, that their child be removed from special education altogether.
 - ✓ Notify the special education director should this occur.
 - ✓ The special education director will complete the Prior Notice of Special Education Action.

Progress Monitoring – The **IEP** shall state how "satisfactory educational progress" will be determined for the student.

Service Delivery Placement – Services cannot be provided at home (unless they would have been provided in the home due a medical condition). Services must be provided at school or at a neutral site.

Transportation – Could be allowed to ride school bus to and from public school on a **regular route** if coming to public school for services. Otherwise, parents provide transportation.

OVERVIEW OF REFERRAL PROCESS TO SPECIAL EDUCATION FOR HOME SCHOOL STUDENTS

1. Parent has a concern regarding a student's academic performance or behavior. Parents contact the Crook County School District special education director to begin the referral process.

2. The special education director gathers personally identifiable information, the reason for referring; whether or not a disability is suspected.

3. The Crook County School District special education director assigns a special education teacher/therapist from the student's home school as the case manager.

4. The case manager will schedule a time to discuss the child at a Special Education Evaluation Planning Team meeting. Parents will be invited to attend the meeting.

5. Student is discussed at the Special Education Evaluation Planning Team meeting and a course of action is determined.

6. IF THE STUDENT IS TO BE REFERRED FOR AN EVALUATION, THEN:
The following documents need to be included in the referral packet: the completed **referral, parent consent to evaluate, and (if needed) a developmental history.** In addition, documentation of pre-referral interventions, progress reports, and a file review needs to accompany the referral packet. The evaluation referral packet is sent to the Crook County Special Education office and the evaluation process is initiated.

7. WHEN THE EVALUATION IS COMPLETED:
Evaluator will notify the special programs staff to schedule a meeting for the purpose of discussing possible eligibilities for special education. A meeting is held at the public school. Meeting members should include the evaluator, parents, classroom teacher, and special programs teacher from the home school.

8. If the child meets eligibility requirements and needs special education, and the parent accepts the FAPE offered and the parent enrolls the child in the public school for the purpose of receiving special education through the I.E.P.

9. If the child meets eligibility requirements and needs special education, the parent may refuse special education services at initial eligibility meeting. The district will offer a re-evaluation should the parent make a request in the future and no further follow-up is needed.