

TERMINATION OF SPECIAL EDUCATION SERVICES

The following are examples of reasons for terminating special education services. All terminations require the **Prior Notice of Special Education Action** form.

Ineligibility at Initial Evaluation

- Student does not meet minimum criteria for services (Testing is completed. Eligibility team meeting held. Statement of eligibility, with all required attachments, is completed with appropriate signatures noting ineligibility).

Ineligibility by Re-Evaluation

- Results of re-evaluation for learning disability (intellectual and/or achievement) indicate that the student no longer requires services.
- Behavior evaluation, over a minimum of a six-month period of time, indicates that behaviors are within normal limits.
- Medical documentation indicates that the health impairments that qualified the student for services no longer exist.
- Student has met goals. A re-evaluation must be completed. The re-evaluation may or may not include formal assessments. If a formal assessment is conducted, the parent must be given the opportunity to sign the consent form. A parent signature is required when giving a cognitive test. If the determination is based on existing data, it is not necessary to get consent for the reevaluation. Upon completion of the re-evaluation, an IEP meeting is scheduled to discuss the termination of services. At this meeting, options are discussed.
- The **Prior Notice of Special Education Action** form proposing the termination of services may be completed at this meeting or prepared ahead of the meeting and sent with the **Notice of Team Meeting** to parents.

Revocation of Consent for Special Education Services-Initial Placement

- Students can now be terminated from special education at any time based solely on a parent request.
- If such a request is made the IEP case manager should contact the parent to see if issues/concerns can be resolved.
- If the parent continues refusing services (evaluation/IEP/placement) they must request a revocation of special education services in writing.
- The IEP case manager must contact the special education director and the special education office will send out the **Prior Notice of Special Education Action** form using the exact language provided on the sample form.

Termination by Graduation or Aging Out

- High school graduation is a change of placement requiring the **Prior Notice of Special Education Action** form. It is not necessary to conduct a re-evaluation when the student is graduating with a regular diploma. Students who receive a regular high school diploma will no longer be eligible for a free appropriate public education upon graduation.

- Students who reach their 21st birthday during a school year should be terminated from services at the close of that school year. Notice of re-evaluation must be sent to parents no later than Spring Break. The evaluation should focus on functional living skills in most cases. With most students who remain in the school system until age 21, it is recommended that a final IEP meeting be held before the close of the school year. Participants must include adult agencies that will be responsible for further services. Complete the **Prior Notice of Special Education Action** form.

Student Moves Out of District

- Use the **Prior Notice of Special Education Action** form to notify that a special education file should be closed because a student has moved out of district.
- On the form, note that the student has moved and whether he/she continues to qualify for special education. This form should be completed and sent to the special education office secretary no later than 10 days after the child's last day in the district.

Student Dropped from Enrollment Due to Attendance

- When a student is dropped from enrollment because of nonattendance use the **Prior Notice of Special Education Action** form to notify the parent that special education services will not be provided until the student re-enrolls in the school district.
- The student may enroll in school at any time. If this occurs, an IEP meeting will be held to discuss level of services to be provided.
- Case Managers notify Instructional Services. The Special Education Director or designee will send an offer of FAPE to the parent or adult student.

Student Graduated with Modified Diploma and Chosen Not to Return to School

- Use the **Prior Notice of Special Education Action** form.
- The student may enroll in school at any time. If this occurs, an IEP meeting will be held to discuss level of services to be provided.

Student Enrolled in a Private School and Refusing Services

- Use the **Prior Notice of Special Education Action** form.
- The district will need to send a FAPE and stand ready to provide special education services letter.

Student Registered for Home School and Refusing Services

- Use the **Prior Notice of Special Education Action** form.
- The district will need to send a FAPE and stand ready to provide special education services letter.