



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Procedures for Addressing Parental Revocation of Consent for the Continued Provision of Special Education and Related Services

NUMBER: BUL-4680.0

ISSUER: Sharyn Howell, Executive Director
Division of Special Education

DATE: July 1, 2009

POLICY: In accordance with amendments to Federal Regulations, § 300.300 (b) (4), it is the District’s policy to inform parents of their right to revoke consent for the continued provision of special education and related services at any time subsequent to the initial provision of services. Prior to ceasing the services, the District must provide prior written notice to parents.

This Bulletin provides District procedures for schools to follow when parents choose to revoke consent for the continued provision of all special education and related services for their child with disabilities.

MAJOR CHANGES: New Bulletin providing updated legal requirements regarding special education and related services.

BACKGROUND: *The Individuals with Disabilities Education Act (IDEA)*, December 1, 2008, regulation § 300.300, specifies that if after initial provision of special education and related services the parent of a child revokes consent in writing for the continued provision of special education and related services, the public agency (Los Angeles Unified School District - LAUSD) may not continue to provide the services to the child, but must provide prior written notice to parents before ceasing the provision of these services. Note: Parental revocation of consent for continued provision of all special education and related services does not need to be documented in an Individualized Education Program (IEP). Do not convene an IEP meeting.

PROCEDURES: Effective December 31, 2008, the parent of a child with an IEP may revoke consent, in writing, for the continued provision of all special education and related services.

Note: This provision and the following procedures apply only when a parent is revoking consent for all special education and related services. This action results in the cessation of all of the special education and related services on the student’s IEP. This is solely a parent-initiated decision and should not be proposed or recommended by District staff.

The following procedures must be followed when a parent requests revocation of all special education and related services:

ROUTING
 All Locations
 Local District Superintendents
 Administrators of Instruction
 Local District Directors
 Support Unit Administrators
 Psych Services Coordinators
 School Site Administrators
 Teachers
 Clerical Staff



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

PROCEDURES:

1. The parent's request to revoke consent must be in writing. The written document should specify the request for revocation of all special education and related services, and should be dated and signed by the parent.

Parent requests for revocation must be documented in Welligent. Do not convene a new IEP meeting. Rather, on the Welligent Management screen there is now a section for "Parent Revocation" with three new fields. You must: (a) Enter the date of the parent's written request for revocation of service in the "Parent Revocation Request Date" field; then (b) Scan and upload the written request into Welligent using the "Attached Documents" feature on the IEP Management Screen; and (c) Place the original written request in the student's special education green folder.

2. Within five (5) business days from receipt of a parent's written request to revoke consent, the District must provide prior written notice informing the parent about the impact of the request on the child's educational program and the timeline for the cessation of services. All special education and related services will cease fifteen (15) calendar days from the date documented on the completed prior written notice form.

A two page form, *Prior Written Notice Regarding Parent Request to Revoke Consent for the Continued Provision of Special Education and Related Services* (Attachment A), has been developed and serves as the District's prior written notice. The actual form is located on the Welligent home page, "Documents" section, labeled "Prior Written Notice Regarding Parent Revocation." The form is available in the following seven languages: English, Spanish, Armenian, Chinese, Korean, Russian, and Vietnamese. This form must be downloaded from Welligent and used as the District's prior written notice.

Schools must copy the prior written notice form onto their school letterhead. The following information must be provided on page one of the form in the appropriate blank spaces: the parent's name and address, the date the form is completed (which begins the fifteen [15] day timeline), the student's name and identification number, the date of the parent's written request to revoke consent for services, the date the services will cease (fifteen [15] calendar days from the date indicated on the completed form), and the specific services documented in the student's current IEP. The first page of the form must be signed by an administrator at the school.

Page two of the form must be individualized based on student needs and must address the impact of the decision to revoke consent on the student's educational program.

The completed two page form, *Prior Written Notice Regarding Parent Request to Revoke Consent for the Continued Provision of Special Education and Related Services* must be sent to the parent along with a copy of *A Parent's*



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

PROCEDURES: *Guide to Special Education Services (Including Procedural Rights and Safeguards).*

In the “Prior Written Notice Sent Date” field in the “Parent Revocation” section of the IEP Management screen: (a) Enter the date the *Prior Written Notice Regarding Parent Request to Revoke Consent for the Continued Provision of Special Education and Related Services* form was completed and sent to the parent; then (b) Scan and upload the form into Welligent using the “Attached Documents” feature on the IEP Management Screen; and (c) Place a copy of the form in the student’s special education green folder.

3. The school site administrator/designee must immediately contact Special Education Support Unit personnel to discuss the coordination of the cessation of all special education and related services for the student and his/her return to general education. All special education and related services for the student must be discontinued fifteen (15) calendar days from the date on the District’s prior written notice.
4. If the school is contacted by the parent within fifteen (15) calendar days from the date on the District’s prior written notice to rescind their request to revoke consent for the continued provision of special education and related services for their child, the school site administrator/designee must immediately enter the date the parent rescinded their request in the Welligent IEP Management Screen in the “Parent Revocation” section, “Request Cancellation Date field”, to stop the automatic inactivation of the student’s IEP. Note: This can only be done if the parent rescinds the request within the fifteen (15) calendar days.

Unless the school has been contacted by the parent within fifteen (15) calendar days to rescind the request to revoke consent for the continued provision of special education and related services for the child, the school site administrator/designee must cease services on the sixteenth (16th) day.

On the sixteenth (16th) day, the Welligent IEP Status will automatically change to “Inactive” and will automatically indicate the IEP Status Reason as “Parent Revoked Consent” on the IEP Management Screen in Welligent.

On the sixteenth (16th) day, all special education and related services will cease. The school site administrator/designee and the Special Education Support Unit personnel must have arranged for the cessation of all special education and related services for the student and his/her return to general education by this point in time.

It is important for both parents and District staff to understand that once all special education and related services are discontinued, the student becomes a general education student.

AUTHORITY: Superintendent of Schools



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

**RELATED
RESOURCES:**

- California Education Code Section 56321.6
- Federal Register/Vol. 73, No. 231/Monday, December 1, 2008/Rules and Regulations, § 300.300 (b) (4)
- *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*, June 2009

ATTACHMENT: Attachment A: *Prior Written Notice Regarding Parent Request to Revoke Consent for the Continued Provision of Special Education Services and Related Services (Form)*

ASSISTANCE: For assistance or further information, please contact Veronica Smith, Director, MCD Monitoring/Policies and Procedures, Division of Special Education at veronica.smith@lausd.net or (213) 241-6701 or contact your Special Education Support Unit Administrator at the following number:

Support Unit North	(818) 256-2800
Support Unit Central/West	(323) 421-2950
Support Unit East	(323) 923-2155
Support Unit South	(310) 354-3431



**Prior Written Notice Regarding
Parent Request to Revoke Consent for the Continued Provision of
Special Education and Related Services**

(Parent's Name) Date: _____

(Address)

RE: _____
(Student's Name) (Student Identification Number)

Dear Parent/Guardian,

This is in response to your letter dated _____, in which you revoked consent for your child, identified above, to receive special education and related services from the Los Angeles Unified School District. The District is required by the federal law, Individuals with Disabilities Education Act (IDEA), and its regulations to provide prior written notice before ceasing the provision of special education and related services.

Based on receipt of your revocation of consent, the District will discontinue all special education and related services for your child on _____, fifteen (15) calendar days from the date of this letter. After that date, the services and educational supports agreed to in your child's most current Individual Education Program (IEP), will no longer be available to your child. These include, but are not limited to _____.

Please be aware that after _____, your child will become a general education student and will no longer be entitled to the special education and related services and protections under the IDEA and related provisions of the California Code of Education. Your child will be treated as a general education student in all respects, including in the event of any disciplinary action. Please review the attached for specific information regarding the impact of this request on your child's educational program.

A copy of *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*, which includes information about the protections and procedural rights and safeguards, is enclosed with this prior written notice.

Your revocation of consent releases the District from liability for providing your child with a free appropriate public education. If, in the future, you wish to have your child considered for special education and related services, you may contact staff at your child's school with your request for evaluation and identification.

Sincerely,

Administrator

Attachment

Enclosures: *A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards)*



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

Federal Regulation § 300.300, in accordance with regulation §300.503, require that you are provided prior written notice before ceasing the provision of special education and related services.

Upon revoking your consent for the continued provision of special education and related services, your child will become a general education student. As a general education student your child will be required to do the following:

1. Attend school of residence and participate in the District grade level general education curriculum without special education and related services, accommodations and modifications documented in current IEP
(*specify additional impact, if applicable*) _____

2. Participate in regular state and district-wide assessments (*specify additional impact, if applicable*)

3. Follow student codes of conduct specified in the District's Parent Student Handbook (*specify additional impact, if applicable*) _____

4. Complete diploma requirements in order to participate in graduation ceremonies (*specify additional impact, if applicable*) _____

5. Other (*specify additional impact, if applicable*) _____

