

Parent Declines Initial Assessment

Version 1.1 • Updated June 27, 2007

When parents decline an initial assessment for special education, case managers must take steps to ensure the student's due process rights are protected. In addition events need to be locked correctly by the case manager. The status also needs to be changed from Referred to General Education by Encore Support.

Follow the steps below to complete the referral process in Encore when permission for assessment is denied.

This job aid covers three situations when parents decline an initial assessment:

- 1) Parents do not return the assessment plan
- 2) Parents return the plan but do not give permission for the assessment
- 3) Parents give permission for assessment and later, retract their consent.

Depending on your circumstance, complete Section One, Two or Three below. For detailed instructions for completing the Contact Log, refer to Section Four.

Section One: Parents do not return the assessment plan

1. Perform due diligence to try to obtain consent to the assessment plan. (See Procedures Manual Section 4.1 at http://dev031.sandi.net/specedmanuals/other/04_Assessment.pdf.)
2. Contact a SSEA, SBDRT, or PDRT (or senior if SLP only).
3. If, after reviewing the data, the district decides not to pursue assessment at this time, continue with Step 4.



If the program office determines assessment is required, the case manager leaves Encore events and status alone. The *Request for Due Process* form is completed with the help of the program office.

4. Lock the assessment plan without adding the consent event, selecting the outcome Unable to Obtain Consent. Encore will generate Consent - Initial Assessment.
5. Open the locked Initial Assessment Plan.
6. Click on Contact Log.
7. Document due diligence contacts and rationale for not assessing. (See Section Four below.)
8. Contact SSEA, SBDRT, or PDRT (or senior if SLP only) to review Contact Log.
9. SSEA, SBDRT, or PDRT (or senior if SLP only) contacts Encore Support to make appropriate changes in Encore.

Section Two: Parents do not give permission on the assessment plan

1. Contact a SSEA, SBDRT, or PDRT (or senior if SLP only) (See Procedures Manual Section 4.1 at http://dev031.sandi.net/specedmanuals/other/04_Assessment.pdf.)
2. If, after reviewing the data, the district decides not to pursue assessment at this time, continue with Step 3.



If the program office determines assessment is required, the case manager leaves Encore events and status alone. The *Request for Due Process* form is completed with the help of the program office.

3. Lock the assessment plan without adding the consent event, selecting the outcome Unable to obtain consent.
4. Open the locked Initial Assessment Plan.
5. Click on Contact Log.
6. Document due diligence contacts and rationale for not assessing. (See Section Four below.)
7. Contact SSEA, SBDRT, or PDRT (or senior if SLP only) to review Contact Log.
8. SSEA, SBDRT, or PDRT (or senior if SLP only) contacts Encore Support to make appropriate changes in Encore.

Section Three: Parents give and then retract consent for assessment

1. Contact a SSEA, SBDRT, or PDRT (or senior if SLP only). (See Procedures Manual Section 4.1 at http://dev031.sandi.net/specedmanuals/other/04_Assessment.pdf.)
2. If, after reviewing the data, the district decides not to pursue assessment at this time, continue with Step 4.

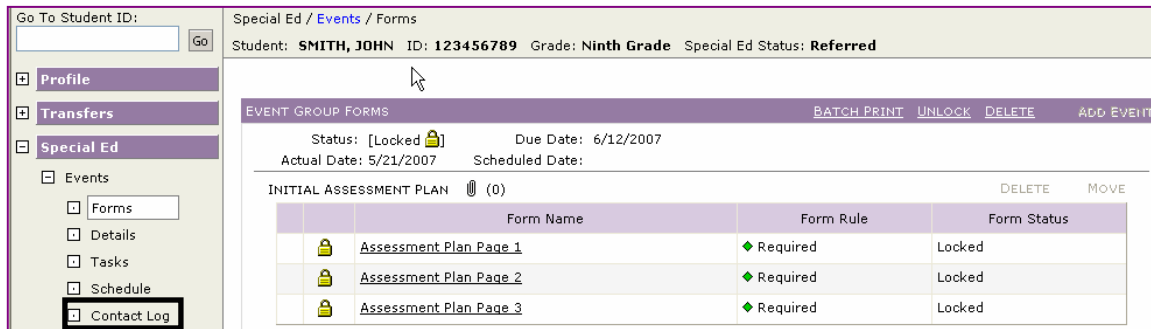


If the program office determines assessment is required, the case manager leaves Encore events and status alone. The *Request for Due Process* form is completed with the help of the program office.

3. Open the locked Initial Assessment Plan.
4. Click on Contact Log.
5. Document contacts and rationale for not assessing. (See Section Four below.)
6. Contact a SSEA, SBDRT, or PDRT (or senior if SLP only) to review Contact Log.
7. SSEA, SBDRT, or PDRT (or senior if SLP only) contacts Encore Support to make appropriate changes in Encore.

Section Four: Documenting in the Contact Log

Open the correct event. Because the contacts in these examples were regarding the student's initial assessment, the Initial Assessment Plan was selected.

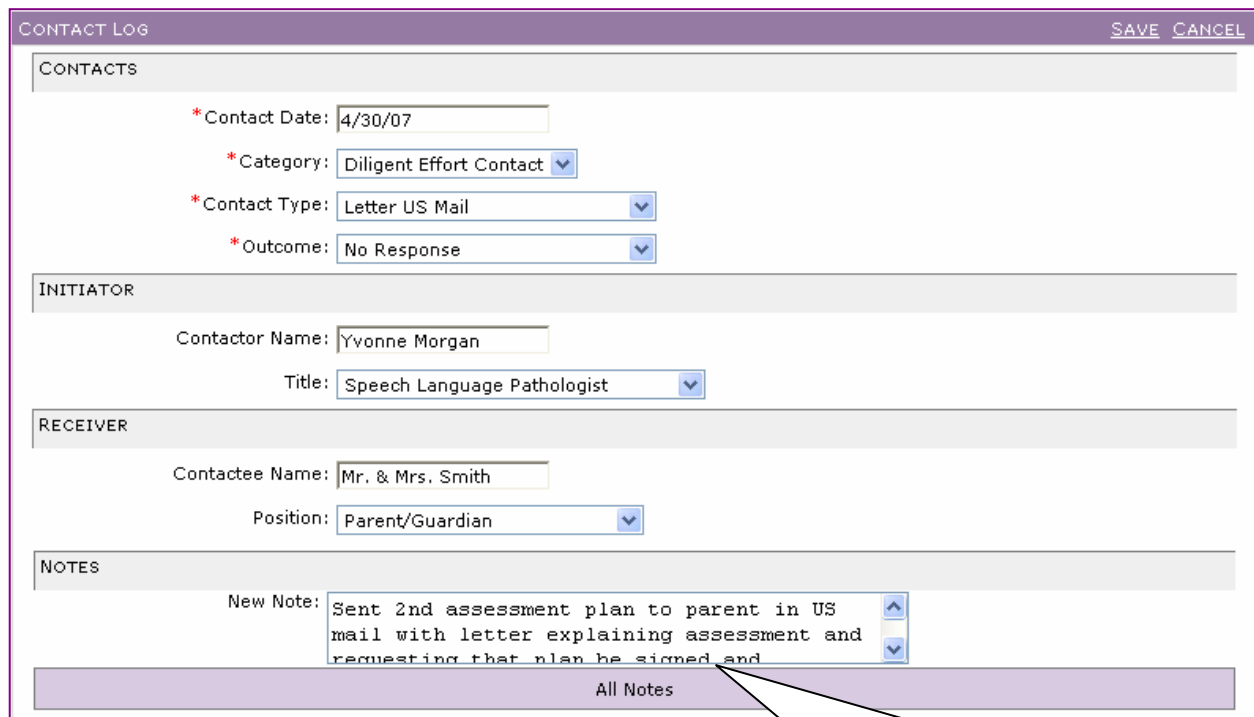


Form Name	Form Rule	Form Status
Assessment Plan Page 1	Required	Locked
Assessment Plan Page 2	Required	Locked
Assessment Plan Page 3	Required	Locked

Click on Contact Log.



Click on ADD



CONTACTS

*Contact Date: 4/30/07

*Category: Diligent Effort Contact

*Contact Type: Letter US Mail

*Outcome: No Response

INITIATOR

Contact Name: Yvonne Morgan

Title: Speech Language Pathologist

RECEIVER

Contactee Name: Mr. & Mrs. Smith

Position: Parent/Guardian

NOTES

New Note: Sent 2nd assessment plan to parent in US mail with letter explaining assessment and requesting that plan be signed and returned.

All Notes

Complete the fields and save.

Sent 2nd assessment plan to parent in US mail with letter explaining assessment and requesting that plan be signed and returned.



Add as many contacts entries as are needed.

Additional entries might state:

Sent 3rd assessment plan to parent via certified mail with letter explaining assessment and requesting that plan be signed and returned.

Reached father at work. He stated that they did not think assessment was necessary and would not give permission.

For a contact note indicating discussion with classroom teacher:

Miss Jones stated that Johnny's skills have shown remarkable improvement. Currently feels assessment not necessary. Scores on current assignments are adequate.

Or:

Miss Jones stated that additional interventions have been very successful.. Currently feels assessment not necessary. Current work is satisfactory.

It is necessary to indicate that the entire team agreed that assessment is no longer required.

IEP team met and all concurred including mother that assessment is not required at this time.

Examples shown are not exhaustive.