



## PUPIL SERVICES UPDATES

**Kenai Peninsula Borough School District**

**907-714-8881**

**November 2011**

### Parents want to revoke consent for special education services?

There are many reasons a parent\* may decide to revoke consent for their child's special education services. What do you do or say when a parent approaches you? What is the process?

1. Encourage the parent to speak with the case manager or principal regarding their concerns. Perhaps there was a breakdown in communication that can be resolved to ensure the student continues receiving needed services.
2. Parent submits a written request to Revoke Consent.
3. Case manager will print the "Revocation of Consent for Special Services" form from the Filemaker Sped Launcher Database.
4. Case manager and/or principal will review the bulleted points on the form, ensuring the parent understands the full picture of his/her decision. Ask parent to think on it a couple of days, and if age appropriate, to speak to the child about the decision.
5. Obtain parental signature on the form. Provide copies to parent, school file, and original to district office file.
6. Complete Prior Written Notice restating the bulleted points from the "Revocation of Consent for Special Services" form.

Schools are encouraged to talk with their parents about the possible advantages and disadvantages of revoking consent for provision of special education services.

Though not a requirement, holding an IEP meeting would allow parents to voice concerns and allow the school an opportunity to respond to the request for revocation.

At any point in the process, the school or the parent can contact the school's Pupil Services Program Coordinator for assistance and/or more information.

\*Adult students (18 year olds who have had their rights transferred to them) can revoke consent for their own services. The process above would apply.

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### Coming Soon...

#### Mandt Trainings:

1 Day Recertification Trainings

November 9—Central KPBSD

2 Day Initial Trainings

November 10, 11—Central KPBSD

Dec. 10 IEP Saturday  
Jan. 13 1st semester paperwork due



#### Next Newsletter:

Post-secondary Transition

Related Services Corner



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### DID YOU KNOW??

**SCHOOLS MUST KEEP A CONFIDENTIAL IEP FILE FOR ALL STUDENTS. THE FOLLOWING SHOULD BE KEPT IN THAT FILE:**

1. COPY OF CURRENT IEP
2. COPY OF MOST RECENT ESER
3. COPIES OF MOST RECENT INDIVIDUAL EVALUATION REPORTS
4. COPIES OF INVITATION(S) FOR MOST RECENT IEP
5. COPIES OF PWNs SINCE LAST IEP MEETING
6. COPY OF CONSENT FOR INITIAL PLACEMENT
7. COPIES OF PROGRESS REPORTS SINCE LAST IEP



**Check out this website! What a great resource for behavioral interventions!  
Thanks to Kay Downs for passing it on!**

[http://polkdhsd7.sharpschool.com/staff\\_directory/p\\_b\\_s\\_behavior\\_intervention/](http://polkdhsd7.sharpschool.com/staff_directory/p_b_s_behavior_intervention/)

Something you'd like to  
see here? Have questions?  
Contact your school's pro-  
gram coordinator- Bob,  
Kevin, or Denise- We are  
here to help!!



The most important thing in  
communication is to hear  
what **isn't** being said.

—Peter F. Drucker

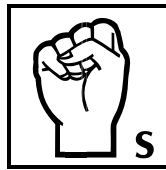
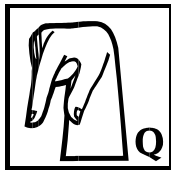
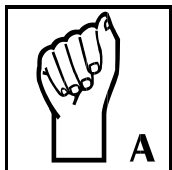
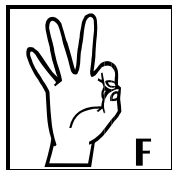


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**Q: When do I need to complete Quarterly Progress Reports?**

A: Quarterly progress reports need to be completed at the same time as the regular report card is completed every quarter. In addition, whenever you hold the IEP annual review, progress reports must be completely up-to-date for the old goals and objectives prior to sending them to the District Office.

**Q: How do I complete the Summary of Service matrix**

A: The Summary of Services matrix reflects the special education and related services that a student requires as part of their IEP. The far left column lists the services being provided. The next column shows the location of services—where the services will be provided. Next are the frequency and duration of the services. Then, the projected start and end dates are listed. Next is the provider of the services. The provider can be a combination of adults. There is a drop down menu to assist you. Finally are the columns for who will provide supervision to those delivering the services (if not the special education teacher) and how often supervision should occur.

The number of minutes will calculate at the bottom of the page. If the calculation is not accurate, make sure there is nothing typed in the override minutes field.

\*\*The Summary of Services page should not double for the student's school schedule. The content listed in special education and related services column should be services that are provided because they are needs addressed in the IEP, not because it's a class that the student is taking.

**Q: How do I know whether to request a special education file for a new student?**

A: Pupil Services recommends that schools always request special education files for new students. It is common for parents to complete the registration form and to overlook or misinterpret the questions regarding special services. If schools can be in the habit of always requesting all possible files, then new students will be less likely to start school in the KPBSD without the needed services.

