



## Termination of Individualized Education Plan (IEP) due to Revocation of Consent

At any time after the parent gives consent for the initiation of special education and related services, the parent may revoke that consent by doing the following:

1. Putting the revocation of consent in writing.
2. Signing the revocation.
3. Submitting the written revocation to any of the following licensed personnel; general education teacher, special education teacher of record, building administrator, or special education administrator.
4. When notice of revocation is received, the school does not need to reconvene the case conference or revise the individualized education plan (IEP). However, the teacher of record (TOR) should notify the appropriate special education supervisor.
5. Within ten (10) instructional days of the receipt of the parent's written revocation, the school must provide the parent, either by registered mail or in person, with a copy of the *notice of discontinuation of special education services (doc. 14.2)*.
6. A copy of the *notice of discontinuation of special education services* should be filed in the student's confidential file, and another copy sent to the Student Services Department for recording.
7. The school can ask the parent to explain why consent is being revoked, but may not require an explanation as a condition of ending special education services.
8. The parent's revocation of consent covers all instruction, services, and supports included in the student's IEP. A parent cannot revoke consent from fewer than all of the special education and related services included in the student's IEP.
9. The school cannot terminate special education and related services until ten (10) instructional days after the parent receives the *notice of discontinuation of special education services*, unless the parent specifically indicates in their request to terminate services prior to receipt of the written notice.