

BEST PRACTICE WHEN WORKING THROUGH THE REVOCATION PROCESS

- Parents or adult students have the ultimate say in whether or not they want to revoke student special education status, however:
 - You **must** convene an IEP meeting; and
 - You **must** document through minutes and on the revocation forms (E-com 88 & 81) that the parent or adult student has been fully informed of the consequences of this action.

- You **must** cover the following topics to make sure a parent or adult student has been fully informed:
 - Once the special education status is revoked, the student cannot be put back in special education without qualifying through the initial qualification process;
 - If the student has not taken the state assessments for graduation purposes then they will take it as a general education student;
 - The student will have the same disciplinary actions imposed as would any general education student;
 - Revocation of special education services is also a revocation of 504 status;
 - The student will graduate under general education graduation requirements;
 - Revocation is not retroactive; and
 - Per individual student: discuss any other things that will be removed if the programming is no longer in place.

- The prior written notice is written for the revocation to take effect **5 calendar days** from the date of the IEP meeting to allow a family to change their decision.

- If they change their decision within those 5 days, then the student's status **has not** been revoked and the student will continue receiving services.