



## Procedures to Consider Dismissal from Related Services

1. Related Service provider notifies Teacher of Record to request reevaluation to consider dismissal.
2. Teacher of Record completes Reevaluation Worksheet and submits to School Psychologist.
3. School Psychologist reviews worksheet and completes Pre-Conference Planning if necessary. This will generate the Notice of Reevaluation.
4. School Psychologist notifies Teacher of Record that the Notice of Reevaluation is ready to propose to parent.
5. Teacher of Record schedules meeting to propose the Reevaluation to parent and to obtain written parental consent to the reevaluation. *Although it is best practice to recommend a reevaluation in the context of a full Case Conference, a meeting between the Teacher of Record and parent may be sufficient to discuss and obtain parent written consent for the proposed Reevaluation.*
6. Teacher of Record submits signed Notice of Reevaluation to Department of Special Education.
7. Department of Special Education secretary routes to Manager for review/signature.
8. Manager routes to Psychological Services for processing and assignment of Reevaluation activities.
9. Psychological Services secretary assigns Reevaluation to Related Service provider.
10. Related Service provider completes reevaluation which involves collection of additional data to support dismissal recommendation.
11. Related Service provider completes the Educational Evaluation report in the IIEP.
12. Related Service provider notifies Teacher of Record when the reevaluation is completed, which should be within 40 instructional days from the date the parent's written consent was received by licensed school personnel.
13. The Teacher of Record must schedule the Reevaluation Case Conference to be held within 50 instructional days from the date the parent's written consent for the reevaluation was received by licensed school personnel. The Related Service Provider must participate in this Case Conference to review results of the reevaluation and to discuss recommendation for dismissal. If the Educational Evaluation Report has not been provided to parent prior to the Reevaluation Case Conference, then it is to be provided to parent at the Reevaluation Case Conference.
14. The Case Conference determines whether dismissal is appropriate, and the Teacher of Record documents the decision and rationale in the IEP.
15. The Teacher of Record provides finalized copy of IEP to parent within 10 school days from the date the Reevaluation Case Conference was held.