**Prior Notice and Consent for Initial Provision of Special education Services**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The team has found eligible to receive special education services.

These services were described to you on / /

mm/dd/yy

**The proposed provision of special education services are recommended because:**

**The proposed provision of special education services are based on the following evaluation procedures, tests, records, and reports.**

**Other options considered were:**

**We decided against these options because:**

**Other factors considered were:**

If this action includes release of student educational records requiring parent consent, the “Records Release Form(s)” identifies the records to be released, and to whom; see Record Release dated: / /

Parents of a child with a disability have protection under procedural safeguards. For a copy of the procedural safeguards or for assistance in understanding this information you may contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title Phone

|  |
| --- |
| **Consent for Initial Provision of Special Education Services**  ❒ I give my permission for initial provision of special education services as described. I understand my consent is voluntary and may be revoked for any reason before special education services begin.  ❒ I refuse consent for initial provision of special education services for my child. I understand that my child will be treated as a child without a disability and not entitled to the procedural safeguards for children with disabilities.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / /  Signature (Parent/Guardian/Surrogate) (mm/dd/yy) |

Please return this form to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Address

**Prior Notice and Consent for Initial Provision of Special education Services**

**This form is used to:**

1. Obtain and document parent consent (or refusal) for initial provision of special education services; and
2. Provide written notice when initial placement into special education is proposed.

**Directions**

1. Enter the month, day, and year the form is completed.
2. Enter the name of the parent, guardian, or surrogate parent.
3. Enter the student’s name, and the date special education services were discussed with the parent.
4. Explain why initial provision of special education services are being proposed.
5. List the evaluation procedures, tests, records, and reports that provide the basis for the initial provision of special education services.
6. Describe other options considered in taking this action.
7. Explain why the options were rejected.
8. Describe any other factors that contributed to the decision to provide initial special education services to the student.
9. If the action includes release of records requiring parent consent, attach “Records Release Form(s)” that identifies the records to be released, and to whom. Enter the date of the release form on the consent form as a cross-reference.
10. Enter the name, title, and phone number of the person to contact to obtain a copy of *Procedural Safeguards.*
11. Ask the parent to check the appropriate box and sign and date the form.

Note: If the parent signs refusal or refuses to respond in writing at all, document the Program’s reasonable attempts to get parent consent, such as detailed records of phone calls, correspondence (including emails), meetings, home visits, etc. If a parent does not give written consent, the Program may not begin providing special education services to the student and is not required to convene an IFSP meeting or develop an IFSP for the student. The Program may write a statement that the parent “has been given an explanation of what special education and related services are and the types of services that might be found to be needed” for the child. 21 Fed Reg. 46634 (August 14, 2006)