

IIEP

RE: PARENT CONSENT REVOKED

Please follow Kathy's instructions below in regards to the Notice of Evaluation (consent):

Write directly on the consent. This consent is being revoked. Draw a line and ask the parent to sign and date by the statement. Please fax or email a copy to the JESSE office.

Then follow the instructions below to reflect this revoked consent in IIEP:

Go to Evaluation Process in IIEP and click on Parental Consent Contacts tab.

1. Change Parent Consent granted? from yes to no.
2. Enter the date the parent withdrew consent.
3. Upload or fax the Notice of Evaluation with the documentation of withdrawn consent.
4. Suggestion: change the fax label from fax to withdrawn consent so it differentiates this consent from the original consent in the Documents section.

Change fax label button can be found at the bottom of the Documents screen.