

IIEP

HOW TO DISCONTINUE A REFERRAL IN THE IIEP PROGRAM

PARENT REVOKED CONSENT

Or DID NOT SIGN CONSENT

REVOKED CONSENT

1. Go to Evaluation Process>Parental Consent Contacts and ensure that the parent consent response was already entered as a yes and includes the date the school received the signed consent.
2. A parent contact must be entered under the Communications Tab with notes regarding the parent's wish to revoke the consent.
3. Go to Evaluation Process>Parental Consent Contacts.
4. Click on the checkbox to the right of the statement "Parent/Guardian wishes to revoke consent for evaluation/reevaluation".
5. Select the correct parent consent contact the relates to the revocation of consent by clicking the checkbox to the left of the contact.
6. Click Save and Continue.

DID NOT SIGN THE CONSENT (NO RESPONSE)

1. Go to Communications Tab and ensure that the attempts to obtain a parent signature on the consent have been documented.
2. Go to Evaluation Process>Enter No Response for parent response
3. Enter the current date for Date of Parent Consent/Response
4. Check the parent consent contacts that apply to the attempts to obtain parent signature.
5. Click Save and Continue.
6. Check the Student History to confirm discontinuation of referral.