

Required Parental Communication Chart

Notification, Informed Consent, Prior Written Notice and Procedural Safeguards

Special Education Process	Meeting Invitation	Informed Consent	Prior Written Notice	Procedural Safeguards
Identification				
Multidisciplinary Evaluation Team (MET) meeting – request to evaluate	X			
MET referral to conduct an initial comprehensive evaluation	X	X	X	X
MET denial of request to evaluate	X		X	X
Evaluation/Reevaluation and Eligibility Determination				
Review of existing data				
Reevaluation without further assessment required	X		X	*
Reevaluation with assessment required (exception when repeated attempts to contact parent are unsuccessful)	X	X	X	*
Determination of eligibility upon completion of an initial evaluation	X		X	
Change of disability category based on reevaluation			X	*
District denies paying for Independent Education Evaluation (IEE) and initiates a Due process hearing			X	X
Educational Placement				
Initial eligibility determination meeting	X		X	
Any change in educational placement	X		X	*
Disciplinary removal for more than 10 days	X		X	*
A series of disciplinary removals that constitute a pattern of removal	X		X	*
Disciplinary removal to an IAES for not more than 45 school days	X		X	*
Exit from Special Education (graduation or aging out)**			X	
Exit from Special Education (based on a comprehensive reevaluation)	X		X	X
Revocation of Special Education Services			X	
Provision of FAPE				
Change in annual goals on an existing IEP	X		X	*
Deletion or addition of a special education or related service	X		X	*
Increase or decrease in special education or related services	X		X	*
Change in student participation in statewide/district-wide assessments	X		X	*
Review and revision of the IEP	X		X	*
Increase or decrease of supplementary aids and services or supports	X		X	*
Consideration of ESY, if done at a separate meeting	X		X	*
Other Situations				
Release of personally identifiable information		X		
Transfer in parent's rights	X			
Receipt of a Formal State Complaint				X
Receipt of the first Due process Complaint				X

**Procedural Safeguards Notice are provided at least once per year, in specific situations, or upon request.*

***If graduating with a standard high school diploma, Mississippi Occupational Diploma or aging out of special education, this notification should include a Summary of Performance, MOD Portfolio, or Transition Portfolio depending on the exit option chosen. See Vol. V: Secondary Transition for additional information.*