

## DUE PROCESS AUDIT – Refusal of Parent Request for Evaluation

July 1, 2010

Psychologist \_\_\_\_\_

Child \_\_\_\_\_

YES      NO      NA

“Intake for Parent Request for Assistance”

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Copies of any written records provided by the parent

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“Conference Minutes”

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Documentation of accommodations and/or interventions

*(if used to help justify refusal)*

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“Data Entry for Initial Referral”

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“Prior Written Notice”

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Did an LEA representative, regular ed. teacher, and school psychologist participate in the review of existing information?

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Was prior written notice sent to the parent in a timely manner relative to the date the parent made the request?

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Does the prior written notice contain minimum requirements as identified in departmental procedures?

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Is there documentation that the “Procedural Safeguards Notice” was sent with the prior written notice?

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“Placement History” completed except for date

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Action - “Refusal of parent request to evaluate”