

**PRIOR NOTICE AND PARENT / GUARDIAN CONSENT
FOR EVALUATION / REEVALUATION
(DEC 2)**

General Directions: When a referral for an exceptional children program is received or a recommendation for further formal evaluation is made, a student's parent or guardian must be provided a written notice describing the evaluation procedure that will be followed and requesting their written consent for the evaluation.

Initial Evaluation: A student's parent or guardian must be provided written notice when a referral for initial evaluation is made. The notice must describe the evaluation procedure that will be followed. Written consent must be secured from the parent before any evaluations are conducted. Note: If the parents refuse to give consent, the local education agency may continue to pursue an evaluation by using mediation or requesting a due process hearing.

Reevaluation: A student's parent or guardian must be provided written notice when an IEP team determines that additional assessment is required following the review of existing data unless the local education agency can demonstrate that it has taken reasonable measures to obtain such consent and the student's parent or guardian has failed to respond. If no additional data are needed, written parent consent is not required, but the IEP Team shall notify the parent in writing of that decision, the reasons for it, and the parent's right to request a reevaluation if he/she disagrees with the eligibility determination.

Exited Students: A student who has exited and is referred again is treated as an initial referral.

Directions for completing form: Check or indicate purpose in the upper right hand corner.

Indicate the date the first notice is sent and returned. If the parent does not return the form, a second notice must be sent. Indicate the date the second notice was sent and returned. Complete the name of the student, grade, and school. Indicate the name of the parent/guardian. Complete the name of the contact person and school.

Under Parental Consent, indicate the name of the person to whom the form is returned.

(This section is not completed if parent signs DEC 2 in person. In this instance, "Date Sent" and "Date Returned" would be the same.)

Send Handbook of Parents' Rights with the DEC 2.

The parent must select either A or B, sign, date, and indicate relationship to student.

Provide a copy of the DEC 2 to the parent and place the original form in the student's confidential folder.