

# Sherburne/Northern Wright

## Special Education

### NEWSLETTER

Volume 3, Issue 1

September/October 2009

MEMO

FROM

THE

DIRECTOR:



**WOW...where did our first month of the school year go?! I hope that it has been a smooth start for each of you.**

**I'm excited to once again be providing you with a CO-OP Newsletter. We plan on providing you a newsletter quarterly throughout the year. Much of the information provided in the newsletters has been writing by one of my interns, Mary McCabe.**

**We hope you find the newsletters informative and useful. In addition to our newsletters, remember to check out our new CO-OP website. The link can be found on Monticello School District's website.**

**Have a GREAT school year!**

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## Parents' Right to say "NO" to Special Education Services:

On January 13, 2009, the Minnesota Department of Education (MDE) put out their interpretation of IDEA's new regulation regarding parents' right to revoke consent for special education services. This significant change requires special education staff understand and follow procedural guidelines when parents revoke consent. Things you need to know include:

- ◆ Parents can revoke their consent at any time.
- ◆ Revocation of consent must be provided in writing for documentation purposes and for protection of the child, parents and district.
- ◆ When parents' written documentation is received by the district, *Prior Written Notice* must be completed and sent to the parent before special education and related services can be discontinued as this is considered a change of placement.
- ◆ *Prior Written Notice* must be completed and sent out within a reasonable amount of time.
- ◆ The district cannot discontinue services unless parents have received *Prior Written Notice*.
- ◆ The district can ask parents about their decision to revoke permission for services, but parents are in no way obligated to answer.
- ◆ Once special education and related services are terminated, the child is no longer considered as having a disability

and is no longer afforded the protections under IDEA.

- ◆ A student who has been exited from special education and related services, based upon parent revocation of permission, may encounter problems in the academic setting which may lead to a request for special education services. If that occurs, the assessment of need would be considered an **"initial evaluation"** not a re-evaluation.

Source: Minnesota Department of Education (MDE)  
[education.state.mn.us](http://education.state.mn.us)

"I touch the future.

I teach."

Christa McAuliffe

### JUST SAY NO TO STRESS!!

Before the school year really gets going and you begin to feel stress building consider trying out some of these stress relievers:

Give breathing exercises a try. First, turn on some relaxing music. Then sit in a comfortable chair or lay down on a couch. Close your eyes. Shake your arms and legs to loosen them. Relax. Breathe in through your nose, hold it for a second, and slowly exhale through your mouth. Let the tension melt away from your muscles. Focus on your breathing, not on your problems. Do this at least ten times.

Go for a quiet walk and do breathing exercises (same as above but with eyes open) to calm you. Take up running, kick-boxing, tennis, dance, racquetball, aerobics, tai chi or yoga...anything that can get you moving. Take up a hobby...knitting, playing an instrument, gardening, pottery, dancing, painting, puzzles, etc... Watch funny movies or read a joke book to help you smile and laugh. Schedule regular massages. Take a relaxing bath. Use visualization to take yourself to another place where you feel relaxed, at ease, comfortable, etc... while you allow your mind to take a break from negative thoughts and stressors. Try meditation. ☺

## PRIOR WRITTEN NOTICE

The purpose of Prior Written Notice (PWN) is to provide parents adequate time to consider the district's proposal or refusal of specific actions and/or to document parental proposals or withdrawal of consent. The form is used together with the parental consent/objection form. The form must be used whenever the district or parent seeks initiation or change in any of the following circumstances; identification, evaluation, educational placement, or the provision of free and appropriate public education. PWN assures that parents are able to participate on an informed basis when making decisions about their child's education. The date of the PWN is important as this documents due process timelines. Five questions must be answered within the PWN with adequate detail to ensure parents are fully informed. There are both Do's and Don'ts to be aware of when completing the PWN form:

### Description of Actions

- DO: Briefly describe each proposal or refusal in a clear and succinct manner.  
Address each proposal or refusal identified in the notice.
- DON'T: Refer reader back to the IEP.

### Explanation of Why

- DO: Briefly explain why the district is proposing or refusing **each** action.
- DON'T: Leave the explanation blank.

### Description of Data Sources

- DO: Describe each procedure, test, parent/teacher report, record, etc...used to support the described action.
- DON'T: Leave the description blank.

### Description of Other Options

- DO: Identify all other options the IEP team discussed and considered.
- DON'T: State no other options were considered.

### Description of Other Factors

- DO: Identify all other factors the team considered that influenced the proposal or refusal including considerations that may not have been covered by the other questions.
- DON'T: Leave the question blank. If no other factors influence the decision, then say so.



## SPOTLIGHT ON SPED FORMS by Monica Lewis

Did you know that you can send and receive Spedforms electronic student files between other districts in the state that use Spedforms too? I am sure you do! The question is do you know how to do it? Do you know how to find out whether or not a district uses Spedforms? Well, after you read this, you will know the answers to all of these questions!

First, you can figure out which districts in Minnesota use Spedforms. Just follow these simple steps:

1. Go into any student record by clicking on "work on this record"
2. Click on the grey "student sharing" button at the top of the page
3. Click on "send this student to a new case manager" button
4. Click on the blue words that say, "Click here for a list of SpEd Forms school districts and charter schools."

Voila! A list of all the districts in Minnesota using Spedforms will be displayed.

Next, I'll share how you can perform a "remote transfer" or "pick up" a "remote transfer" to/from any district that utilizes Spedforms. Remote transfer means that you are sending or receiving (picking up) an electronic file from a district that is **outside** of our four Cooperative member districts. A remote transfer occurs **only** when you are sending/receiving a file with a district that is **NOT** Big Lake, Becker, STMA or Monticello. Steps for sending a student via "remote transfer" can also be found in your online User Guide, but here they are for your convenience.

### 2.2.3.2 Send student to a remote manager

1. Go into your student list and click on "work on this record"
2. Navigate to the "New Case Manager" screen for the student you are transferring by clicking on the "student sharing button" at the top of the screen
3. Click on "send this student to a new IEP manager".
4. In the bottom box labeled "SEND [STUDENT] TO A REMOTE IEP MANAGER", fill in your phone number, the new IEP manager's name & the new IEP manager's (10 digit) fax number.
5. Click on the "Create Fax" button (this will create a faxable cover sheet with information that the remote IEP manager will need to pickup this student).
6. Print this page and fax it to the new IEP manager.

### 2.2.4 Pickup a student (via remote transfer)

1. From the "Main Menu" click on "Work with students".
2. Click the "Pickup Student" button.
3. Fill in the server address and pickup codes listed on the fax you received from the remote school district and click on "Next".
4. Create the new record. If you are given the option to "Update" the record, be advised that this will replace all current information with that from the remote server (if recent changes have been made to this student's record, those changes may be lost).

Remember, if you are just transferring a student to a case manager that is in one of our four member districts, you simply choose the new case managers name from the drop down list on the "New Case Manager" screen. Take care and enjoy your year!

## Notice of Team Meeting

This form is needed whenever you are setting up a team meeting for whatever reason and must be provided to parents within a reasonable amount of time. The case manager must ensure that parents are provided enough time to arrange schedules so that the opportunity for them to attend is provided. The form needs to include the following:

- ❖ An accurately dated form documenting that parents were provided adequate time to ensure their attendance.
- ❖ Date, time, location, and likely length of meeting.
- ❖ If transition is going to be addressed, case manager will need to identify post-secondary and transition goals will be addressed.
- ❖ If transition is going to be addressed, the student must be invited to attend.
- ❖ Meeting participants both required and requested.

A meeting may be held without parents only when documentation will show that parents were provided several opportunities to schedule an agreed upon meeting date and time. The case manager is responsible for keeping detailed records of phone calls, correspondence, home or work visits that demonstrate attempts to arrange a suitable meeting date. Documentation must reflect the result of those attempts.



## **DETERMINING DISTRICT OF RESIDENCE**

### **DISTRICT OF RESIDENCE:**

DETERMINATION OF A STUDENT'S DISTRICT OF RESIDENCE IS BASED UPON STATE LAW WHICH IDENTIFIES THAT THE DISTRICT IN WHICH THE PARENTS RESIDE IS CONSIDERED THE HOME SCHOOL DISTRICT OF THE CHILD.

### **NON-CUSTODIAL DIVORCED PARENTS IN DIFFERENT DISTRICTS?**

THE DISTRICT OF RESIDENCE IS CONSIDERED THE DISTRICT IN WHICH THE PARENT WHO HOLDS SOLE OR PRIMARY PHYSICAL CUSTODY OF THE CHILD LIVES AS FINANCIALLY RESPONSIBLE FOR THE COSTS OF SPECIAL EDUCATION SERVICES. AT THE START OF THE SCHOOL YEAR, IT WOULD BE A GOOD IDEA TO CHECK STUDENT'S LIVING ARRANGEMENTS TO DETERMINE IF ANY CHANGE HAS OCCURRED OVER THE SUMMER THAT MAY INFLUENCE DETERMINATION OF HIS/HER DISTRICT OF RESIDENCE.

### **SHARED LEGAL AND PHYSICAL CUSTODY IN DIFFERENT DISTRICTS?**

IT IS VERY DIFFICULT TO SEPARATE OUT FINANCIAL RESPONSIBILITY WHEN PARENTS SHARE LEGAL AND PHYSICAL CUSTODY OF A CHILD RECEIVING SPECIAL EDUCATION SERVICES WHEN PARENTS LIVE IN DIFFERENT DISTRICTS. WHEN A CHILD'S PARENTS ARE DIVORCED YET SHARE LEGAL AND PHYSICAL CUSTODY AND LIVE IN TWO DIFFERENT DISTRICTS, PLEASE CONTACT YOUR COORDINATOR TO ASSIST YOU THROUGH THE PROCESS OF DETERMINING THE RESIDENT DISTRICT.

### **SURROUNDING SCHOOL DISTRICTS NUMBERS:**

ANNANDALE 876

BECKER 726

BIG LAKE 727

BUFFALO 877

ELK RIVER 728

MAPLE LAKE 881

MONTICELLO 882

ST. MICHAEL/ALBERTVILLE 885

# **Special Education Word Scramble**

### SCRAMBLE

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osagl

nnittsaor

rsepgosr

fotomindaciis

ouialntave

opsercs

ulonitacnf

contie

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### ANSWER

# **Enjoy A Fantastic 2009-2010 School Year!**