

Procedures to Dismiss from Speech-Language Services

Unduplicated Students

“Speech Only” – your dismissal means student will be totally out of special education.

1. Send Eligibility Committee Meeting Notice
2. Include Procedural Safeguards if they were not previously sent some other time during that same calendar year.
3. Write a short narrative or complete a Speech-Language Re-evaluation Report to present at EC meeting that explains/justifies (with formal evaluation data and/or anecdotal data) your recommendation to dismiss.
4. Complete a Prior Written Notice that states your recommended dismissal.
5. Hold meeting and complete the Eligibility Committee Meeting Report, filling in all appropriate parts that recommend dismissal.
6. Copies of paperwork to all appropriate persons and in appropriate files.

Duplicated Students

Students with Other Special Ed Services – Your dismissal means student will remain in special education, but now without SLP services.

1. Teacher of Record initiates the process.
2. Dismissal will be done through a regular IEP Update Meeting.
3. IEP Meeting Notice will have “update” checked for purpose of meeting and not “eligibility” checked
4. SLP will complete a narrative in the updated IEP under “Present Levels” and then under the sub-heading of “General Information.” Do NOT enter new information under the usual “Access Skills” area or under any other area other than General Information because all other areas will require a corresponding Goals page during the Compliance Check!
5. Narrative should contain formal evaluation data and/or anecdotal data that justify dismissal recommendation. Narrative should also clearly state that student is being dismissed from speech-language services.
6. Be SURE to remove all old speech-language services from the archived IEP that comes up to be updated! This means deleting the old speech-language present levels from the Access Skills area, deleting the old speech-language goals, and deleting all other entries within the IEP that supported the previously recommended speech-language services!
7. Teacher of Record completes and processes the IEP paperwork the same as for any other IEP Update.

Note: The only time the Re-evaluation Determination Plan should be included in the dismissal is when the time of your meeting coincides with when a new re-evaluation is due.