

## **480-000-XXX Instructions for Completing Form XXX, “Notice and Consent for Early Intervention Initial Screening”**

**Use:** Services Coordinators use Form XXX to give notice and secure parental consent for Early Intervention Initial Screening.

**Completion:** Following consultation with the school district to determine whether screening of the infant/toddler is proposed, the services coordinator provides written notice to, and obtains consent from, the parents of an infant/toddler referred to EDN prior to the school district conducting an initial screening. The services coordinator shall inform the parent of the school district’s intent to screen the infant/toddler to identify whether s/he is suspected of having a developmental delay/disability and is in need of an evaluation. The notice must include a description of the action proposed (screening) and an explanation of why the screening is proposed. In effect, the notice must describe what the school district is planning to do and why they are planning to do it.

### **Explanation of Procedural Safeguard**

Parents shall receive a copy and explanation of the procedural safeguards available to them. This, at a minimum, must include copies of: procedures for complaints and hearings specified in 480 NAC Chapter 10, 92 NAC 51/52, NAC 55, and applicable state statute requirements. The NDE Special Education Office has available a Sample Notice of “Complaints and Hearing Procedures and Parental Rights in Special Education” to assist school districts/services coordinators in meeting this requirement.

### **Parental Understanding of Content of Notice and Consent**

As previously outlined, both notice and consent are required for initial screening. For purposes of the initial screening, notice refers to information provided to the parents of an infant/toddler referred to EDN before the district proposes to conduct the initial screening while consent means that the parents of an infant/toddler referred to EDN have been fully informed of all information relevant to the activity for which consent is being sought and that the parent understands and agrees in writing to the proposed activity.

**Distribution:** To document that information was provided to parents (notice) and that the parent understands and agrees in writing to the activity (consent), this document utilizes parental signatures. This form must be signed by the parent and a copy maintained by the services coordinator and original by the school district.

**Retention:** Form XXX is retained in the services coordination early intervention record for six years after the completion of the activities for which early intervention funds were used.