

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

Use:

Services Coordinators use this form to give notice and secure parental consent for Early Intervention Initial Screening.

Completion:

Following consultation with the school district to determine whether screening of an infant/toddler referred to EDN is proposed, the services coordinator enters the reason the school district proposes to screen a child according to the following directives:

- **Proposal to Conduct Screening Procedures**

The services coordinator shall inform the parents 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 the Complaint Procedures section of 480 NAC 3; the Mediation, Complaints, and Due Process Complaint sections of 92 NAC 52; 92 NAC 55; the IDEA Part C Procedural Safeguards Manual for Parents; and applicable state statute requirements. These documents are to be given to families in either hard copy or via a web link, per the parent/guardian’s choice. The NDE Special Education Office has available a sample complaint form that includes a procedures checklist to assist complainants with filing a complaint, <http://www.education.ne.gov/sped/monitoring/StateComplaintForm.pdf>.

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 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 the parents understand and agree in writing to the proposed activity.

Distribution:

To document that information was provided to parents (notice) and the parents understand and agree in writing to the activity (consent), this document utilizes parental signatures. This form must be signed by the parents and a copy maintained in the early intervention services coordination record, a copy provided to the parent/guardian, and the original maintained by the school district.

Retention:

“Notice and Consent for Early Intervention Initial Screening” 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.