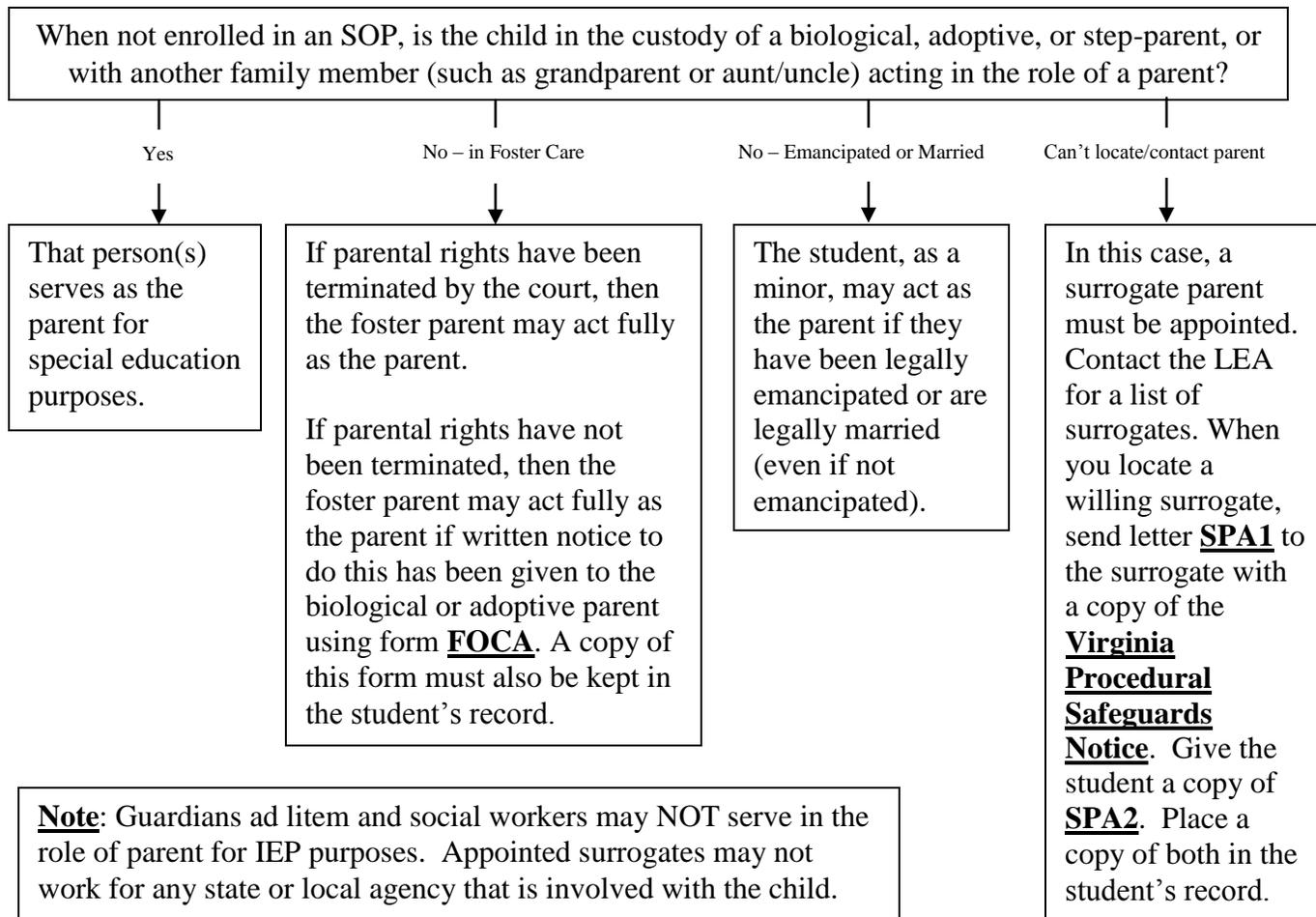


PARENT IDENTIFICATION FLOW CHART

(revised 7/11)



SERVICE TERMINATION FLOW CHART

Note: As SOP's we should never be initiating termination of services. However, if a parent requests such termination in writing before that child graduates with a standard or advanced diploma, or turns 22, or is found to no longer be eligible for special education, this is the correct procedure to follow.

1. Complete the Prior Written Notice Parent Revocation Form (**PWN2**). Mid-way through the form is a place for the parent to initial and date. At the end of this form, the parent must initial that they have received another copy of the **Virginia Procedural Safeguards Notice**.
2. Maintain a copy of **PWN2** in the student's record with the parent's written request to terminate services, and send a copy of the parent's written termination request and **PWN2** to the LEA.