

## Procedures for Obtaining Parental Consent for Conducting an FBA

*An FBA is considered a reevaluation when new data is collected for analysis.*

*Parental consent must be obtained prior to beginning any new data collection, including any observations or interviews.*

**Follow the steps listed below for obtaining parental consent:**

- 1. Call the parent to explain the purpose of the FBA, and obtain verbal consent.**
- 2. Print the “notice of reevaluation” form.**
  - ❖ *The form can be found on the Special Services webpage within the FBA link or on the shared drive in the FBA folder.*
- 3. Complete the “notice of reevaluation” form.**
  - ❖ *Be sure to check the 3<sup>rd</sup> box on the form – “reevaluation to inform the CCC of the child’s special education and related services needs.”*
- 4. Send the completed form home for parent signature.**
  - ❖ *Keep a copy and document the date and how it was sent.*
- 5. Once the FBA form is signed and returned, you will need to:**
  - 1) Title the document “FBA Consent Form”.*
  - 2) Scan & upload the signed consent form into the IEP system.*
  - 3) Send a copy of the signed consent form to Barb.*
  - 4) Keep a copy of the signed consent form for your files.*
  - 5) Attach the original signed consent form to the newly finalized IEP after the case conference has been held.*
  - 6) Distribute copies of the new IEP(including consent form) to the parent, Barb, and school file.*
- 6. A case conference to review the FBA data and develop a BIP must be held within 50 instructional days of the date that the school received parental consent.**
  - ❖ *Barb will be tracking your timelines.*
  - ❖ *The IIEP will track the teacher’s compliance in meeting those timelines.*

***Please Note: This district is cited when timelines are missed.***

