

ODE-OEC MEMO #2015-1

To: Ohio Educational Agencies Serving Children with Disabilities
From: Sue Zake, Ph.D., Director of the Office for Exceptional Children
Date: September 10, 2015
Subject: *Adding and Removing a Related Service to an IEP*

This memo provides guidance to evaluation and individualized education program (IEP) teams about the procedures necessary for adding or removing a related service for a student with a disability outside of the established re-evaluation date.

Adding a Related Service to a Current IEP for a Student with a Disability

If either the district or parent suspect that a child who is receiving services through a current IEP may require a related service, the IEP team can decide whether a complete re-evaluation or an evaluation in the area of indicated need is required. This determination should be supported by a documented lack of progress in the curriculum based on measurable data that the IEP team believes is the result of the need for additional services/supports through the provision of a related service or a change in condition that may make a related service necessary in order for the student to benefit from specially designed instruction. The district must adhere to all procedures for parent notice, planning, informed consent and determination of eligibility, as well as providing the parent with a copy of the evaluation team report as specified in law (Ohio Administrative Code 3301-51-06) using Ohio Department of Education required/approved forms.

If the IEP team determines that the child requires a related service, the team can amend the existing IEP as appropriate or choose to conduct a review of the full IEP with consideration of the new evaluation results. The district must adhere to all procedures for reviewing or amending an IEP, including parent invitation, parent participation as a member of the IEP team and prior written notice after the IEP has been amended (OAC 3301-51-07).

Impact on Date for Re-evaluation

If a re-evaluation is conducted, the next date for the three-year re-evaluation is calculated from the date of completion of the re-evaluation.

If the IEP team conducts an evaluation only in the area of concern for the purpose of determining the need for a related service, this additional assessment outside of the three-year re-evaluation time period does **NOT** change the already established date for the next re-evaluation.

Removing a Related Service from an IEP

If the IEP team determines that the child no longer requires a related service, the IEP team must review the goals and objectives as stated on the IEP and discuss the proposed changes and the reasons for the changes based on measurable data. This may be done during an annual review of the IEP or at any other time throughout the school year in which the IEP is being implemented. A related service can be removed using the IEP amendment process or by convening the IEP team. The district must adhere to procedures for reviewing or amending an IEP, including parent invitation, parent participation as a member of the IEP team and prior written notice after the IEP has been amended (OAC 3301-51-07).