

MISSOURI SAMPLE REQUEST TO REVOKE CONSENT TO PROVIDE SERVICES AND RELEASE FROM IEP (Individualized Education Plan)

Revocation of Consent to Provide Services

Your Name and Address

Date

School's Name and Address

To Whom It May Concern (title to Special Needs Coordinator or therapist if possible):

Pursuant to the provisions of Chapter 167.031 (RSMo), we have elected to educate our child, (insert child's name), at home. A courtesy letter of withdrawal from (school district) has been provided to the (office who handles attendance).

We are revoking our consent for (school district and/or school) to provide special needs services to our child. This letter is being sent to direct you to release (insert child's name) from his/her Individualized Education Plan dated (insert date of last IEP) with the (school district). As of (date of letter), we do not hold (school district) responsible to serve the educational needs of our child in any capacity.

Pursuant to IDEA Subpart D, §300.503, please provide written notice concerning the school's intentions for my child, including the expected final date of providing services.

Please forward copies of all records regarding (insert child's name) to the above address. Include copies of all health records, standardized test results, and all other evaluations, records and/or reports presently in your files. (Note: This request is made pursuant to the federal Parental Rights and Responsibility Act of 1974.)

Thank you for your prompt attention in this matter.

Respectfully,

(your typewritten name)

Received By: _____ (signature of district personnel accepting letter), _____ (title), on _____ (date) for the (school district).

CC: (School district office where withdrawal letter is filed)
(Parent's name)

(Parents: Make two copies of this letter after it is signed as received by the school district. The original goes to the Special Needs Coordinator (or office that handles IEPs); one copy needs to be forwarded to the district office where the withdrawal letter is filed; one copy is for your records.)