



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Child Find Training Resource: Case Scenario on Reasonable Efforts to Obtain Parental Consent

Participant Instructions: Read the scenario below, then answer the discussion questions.

Johnny is a student in **Mrs. Carter's third-grade class** at OSSE Elementary School in DC, which he has been attending since the beginning of November 2017.

On **Thursday, Jan. 4, 2018**, Johnny's mom called Mrs. Carter to share her concerns about Johnny. Johnny's mom said "Johnny is not doing his homework and gets angry when I ask him to do it. I think he might have a learning problem, and I'd like to get him tested." Mrs. Carter realized that she had noted that Johnny had been struggling with reading and that the intervention she had tried in class recently had not seemed to help. Mrs. Carter responded by saying "Yes, I will look into that for you. Have a great weekend!"

On **Tuesday, Jan. 9, 2018**, Mrs. Carter saw **Mr. Darcy, the special education coordinator (SEC)**, in the hallway during lunch and said "Oh, by the way, Johnny's mom wants him to get tested." Mr. Darcy made a note in his iPhone and continued on his way to recess duty.

On **Wednesday, Jan. 10, 2018**, Mr. Darcy typed up a Word document that stated the basic details of what he heard transpired between Mrs. Carter and Johnny's mom during Friday's phone call. He saved this document to his laptop files and then went home.

On **Tuesday, Jan. 16, 2018**, Mr. Darcy sent an email to the Grade 3 staff team, asking for anyone who worked directly with Johnny to send him their notes about Johnny's current progress in school. Mrs. Carter responded to this email with a few typed paragraphs stating Johnny's current level of academic performance in her class for core subject areas, recent classroom test scores, her observations, and her concerns about his lack of progress in the past few months. Nobody else sent any information to Mr. Darcy.

On **Wednesday, Jan. 31, 2018**, Mr. Darcy pulled staff together to talk about Johnny, including Mrs. Carter. The team decided they should move forward with the initial evaluation process. **Ms. Jones** was assigned to be the **case manager** and was tasked with issuing a Prior Written Notice and obtaining parental consent from Johnny's mom.

On **Monday, Feb. 5, 2018**, Ms. Jones logged into SEDS and generated a consent form request letter for initial evaluation. She printed out the letter and sent it to Johnny's mom, using the name and address listed in SEDS. A copy of this letter was also uploaded to Johnny's "documents" page in SEDS and Ms. Jones logged the communication attempt in the communication log, noting the purpose of the letter. No response was received.

On **Friday, Feb. 9, 2018**, Ms. Jones called the phone number listed in SEDS for Johnny's mother, and left a voicemail. Mom did not return the call. Over the next few months Ms. Jones got very busy with several IEP meetings, reevaluations, and the coordination of related service sessions at the school.

On **Friday, April 27, 2018**, Ms. Jones called Johnny's mom again to see if she would answer this time, but the phone number was disconnected. Ms. Jones contacted the school registrar to see if the school had any other number on file. After receiving a new number, she called Johnny's mom and left another message on the same day.

DISCUSSION QUESTIONS:

1. Did the school meet its due diligence requirements to make **reasonable efforts** to obtain parental consent within the required timeline?
2. Upon review of SEDS files, will it appear to an OSSE compliance monitor that the school met its due diligence requirements related to reasonable efforts? Why or why not?