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 3rd 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.