

## Reevaluation

While a child is placed in Special Education, a reevaluation must be conducted every three years. Reevaluations can also occur annually if the school and parents/guardians agree.

- Review of existing data
- If additional data is needed
- If additional data is not needed

### Review of Existing Data

Before a reevaluation is done for a student, a review of existing evaluation data should be conducted in order to determine reevaluation needs.

**Steps** *To conduct a review of existing evaluation data:*

1. Create a **Review of Existing Evaluation Data**.
2. Enter the date.
3. In Section 1, for each area of assessment, click **add Evaluation Planning Form** and make a decision about whether additional data is needed based on a review of existing evaluation data.
4. If additional data is needed, click **add Assessment Method/Data Source** and document evaluation needs.
5. Then in Section 2, make a determination about whether additional data/assessments are needed.
6. Add signatures.
7. Mark the document complete.

If additional data is needed, a full evaluation will need to be conducted. If additional data is not needed, an eligibility determination can be made and the student's IEP can be reviewed.

## If Additional Data Is Needed

Before conducting a full evaluation, the LEA will need to notify the parents and obtain their consent to evaluate their child.

### **Steps** *To notify the parents and obtain consent:*

1. Create a **Notice and Consent for Reevaluation**.
  2. Enter the date.
  3. List out the student's exceptionalities and indicate that some additional data is needed.
  4. Select **Option A** for the reevaluation plan and list which procedures are required.
  5. Additionally, select **Option A** in the Consent section.
  6. Share the document with the parents.
  7. The parents should provide their consent decision and add the date and their signature.
  8. Once the parents have responded, enter the **Date District Received**.
  9. Mark the document complete.
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If the parents consent to their child being evaluated, the school can begin the evaluation process. Once individual evaluations have been conducted, the IEP team and the parents should meet to review the evaluation findings and make an eligibility determination

### **Steps** *To evaluate a child for Special Education:*

1. Create an **Evaluation Team Report**.
2. Select **Reevaluation** and provide relevant dates.
3. The document can be shared with all team members and all evaluators can fill out an **Individual Evaluator's Assessment** on their own after conducting their evaluation.
4. Once all of the assessments have been conducted, the evaluation team should meet to review findings and provide a summary in Section 2.
5. Have all meeting participants add their signature.
6. Mark the document complete.
7. To make an eligibility determination, create an **Eligibility Determination for ESE Services**.

8. Add the meeting date and select **Reevaluation** for type of evaluation.
  9. Meet to review the evaluation and fill out the Eligibility Checklists in Section 4 as needed.
  10. Make an eligibility determination in Section 2 and provide specific information about the student's exceptionalities.
  11. Once everyone comes to an agreement, add signatures.
  12. Mark the document complete.
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After a decision has been made, the LEA must notify the parents of their child's eligibility.

**Steps** *To notify the parents:*

1. Create a **Notice of Eligibility/Ineligibility**.
2. Enter the dates.
3. Summarize evaluation information.
4. Provide the eligibility determination.
  - If the student is eligible, select **The student continues to be eligible for ESE services** and document each exceptionality.
  - If the student is not eligible, select **The student no longer meets eligibility criteria for ESE services**.
5. Share the document with the parents.
6. Mark the document complete.

## If Additional Data Is Not Needed

If the decision was made that additional data is not needed, the LEA will need to get agreement from the parent to waive the reevaluation.

### **Steps** *To obtain parent agreement:*

1. Create a **Notice and Consent for Reevaluation**.
2. Enter the date.
3. List out the student's exceptionalities and indicate that additional data is not needed.
4. Select **Option B** for the reevaluation plan and make an eligibility determination.
5. Additionally, select **Option B** in the Consent section.
6. Share the document with the parents.
7. The parents should provide their agreement decision and add the date and their signature.
8. Once the parents have responded, enter the **Date District Received**.
9. Mark the document complete.

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Once the parent agrees, additional evaluation deadlines will be pushed back three years. The LEA should send a formal notice to the parents of their child's eligibility.

### **Steps** *To notify the parents:*

1. Create a **Notice of Eligibility/Ineligibility**.
2. Enter the dates.
3. Summarize evaluation information.
4. Provide the eligibility determination.
  - If the student is eligible, select **The student continues to be eligible for ESE services** and document each exceptionality.
  - If the student is not eligible, select **The student no longer meets eligibility criteria for ESE services**.
5. Share the document with the parents.
6. Mark the document complete.

