samegoal

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.

Reevaluation

Special Education students should be reevaluated every three years. Before conducting a reevaluation, you must obtain parental consent.

Steps *To obtain consent:*

1. Create a **Consent for Reevaluation**.
2. Enter the date.
3. Fill out the **Identification of Needed Assessments** table.
4. Share the document with the parents and be sure to give them **Can View and Sign** permission.
5. When sharing the document with the parents, it may be helpful to provide a note explaining which section they need to fill out.
    - If additional evaluation data is needed, they should fill out the consent section.
6. The parents can provide their consent decision and sign the document electronically.
7. Once the parents fill out the document, it can be completed.

If the parents consent to a reevaluation, before meeting to review evaluation information and make an eligibility determination, you must invite the parents to the meeting no later than 10 days prior to the proposed meeting date.

NOTE (steps) *To invite the parents:*

1. Create a **Notification of Conference**.
2. Enter the date.
3. Provide meeting details, including date, time, and location.

4. Indicate that the purpose of the conference is **Reevaluation**.
    - If the team will also be reviewing the IEP during the meeting, also select **IEP Review and Revision** as a purpose.
5. Fill out the rest of the document and add a signature.
6. Share the document with the parents.
7. Mark the document complete.

The IEP team and the parents should meet to make an eligibility determination based on existing evaluation data or new evaluation findings.

Steps *To document eligibility determination:*

1. Create an **Individualized Education Program**.
2. Enter the date.
3. Select **Reevaluation** for the purpose of conference.
4. In Section A, click **add Documentation of Evaluation Results**.
5. Summarize findings from recent or past evaluations.
6. In Section B, click **add Eligibility Determination (All Disabilities)**.
    - If the student has an SLD, you may add eligibility determination information in section D/E instead.
7. Fill out Determinant Factors questions, disability information, adverse effects information, and educational needs information.
8. Make an eligibility determination. In order for a student to qualify:
    - Answers to the Determinant Factors questions must all be **No**.
    - Student must have at least a primary disability.
    - Student must experience adverse effects.
9. Optionally, select **Annual Review** as a purpose of conference and fill out IEP related sections.
10. Fill out the rest of the document and add signatures on the Cover page.
11. Mark the document complete and provide a copy to the parents.

After the evaluation meeting, the LEA must send a notification to the parents of the IEP team's recommendations within 10 school days of the eligibility determination.

Steps *To notify the parents of recommendations:*

1. Create a **Notification of Conference Recommendations**.
2. Enter the date.
3. Provide meeting details.
4. Indicate what determination was made. If the student was determined to be eligible, select **Is eligible or continues to be eligible for special education and related services** and provide the eligibility category.
    - If an IEP was also developed during the meeting, you can also select **Will receive the special education and related services as listed in the IEP**.
5. Fill out the rest of the document and add a signature.
6. Share the document with the parents.
7. Mark the document complete.

If the IEP team determines that the student is still eligible for Special Education, the IEP must be reviewed/revised if it hasn't been already.