

## Agreement to Waive Reevaluation

### Waive reevaluation

Special education students typically need to be reevaluated every three years, but if the IEP team reviews a student's progress and determines that no additional data is needed to determine whether the student continues to be a child with a disability, the school can request permission from the parents to waive the reevaluation.

**Steps** *To get permission to waive reevaluation:*

1. Create an **Agreement to Waive Reevaluation**.
2. Fill out the document and provide a reason why the district is proposing to waive reevaluation.
3. Share the document with the parents.
4. The parent can then fill out the document and add their signature.
5. When the parent returns the document, mark it complete.

## Complete a stub ETR

When the Agreement to Waive Reevaluation form is completed and the parents have granted their permissions, fill out a stub **Evaluation Team Report**. This will ensure that deadline requirements are met and the EMIS information is updated for reporting purposes.

### **Steps** *To create a stub ETR:*

1. Create an **Evaluation Team Report**.
2. Check the **State reporting information only** checkbox in the top right of the document.
3. Fill out the required fields with current EMIS information.
4. Complete the ETR.