

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.

Evaluation

Before evaluating a student for special education, you will need to notify the parents and invite them to the evaluation meeting.

Steps *To notify and invite parents:*

1. Create a **Prior Written Notice to Parents**.
2. The type of action taken should be **Reevaluation**.
3. Fill out the remainder of the document
4. Share the document with the parents and provide them with a copy of Procedural Safeguards.
5. Mark the document complete.
6. Create a **Parent Invitation**.
7. The purpose of the meeting should be **To determine reevaluation needs**.
8. Provide meeting details and specify the written notice number.
9. Share the document with the parents.
10. When the parents respond, mark the document complete.

Steps *To evaluate a child for special education:*

1. Create an **Evaluation Team Report**.
2. Select **Reevaluation** and provide relevant dates.
3. Add and fill out the appropriate planning form (Preschool Evaluation or School Age).
4. Share the document with the parents so they can sign off on the evaluation plan.

5. The document can be shared with all team members and all evaluators will fill out **Section 1** on their own after conducting their evaluation.
 - No predeterminations are made.
6. The evaluation team and parents can then meet to compare notes and provide a summary of findings in **Section 2**.
7. In **Section** make an eligibility determination.
 - In order to be eligible, the child's poor performance must not be due to lack of instruction, the child must have a disability, and the child must have an educational need for special instruction.
8. Once everyone comes to an agreement, add signatures and complete the document.

If the child is still eligible for services, when the document is completed:

- You will need to complete a parent invitation and an IEP review.
- Another reevaluation will need to be done in 3 years.