

## 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.