

Early Intervention: Reevaluation

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Parent Notification

Children can be reevaluated for special education. Before beginning the reevaluation process, you must notify the parents.

Steps *To notify the parents:*

1. Create a **Prior Written Notice for Reevaluation**.
2. Provide information about the proposed reevaluation.
3. Enter in contact information.
4. Fill out the **Date Sent** field.
5. Mark the document complete.
6. Share the document with the parents.

Review of Existing Data

Once you have notified the parents, you can begin conducting a review of existing data to determine if more data is needed.

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

1. Create a **Review of Existing Evaluation Data Report**.
2. Summarize all information reviewed.
3. Make a determination about whether additional data is needed.
4. If additional data is not needed, make a determination about the child's eligibility.
5. Mark the document complete.

If it is determined that additional data is not needed and the child continues to be eligible, the team may begin with a plan review. If additional data is needed, another evaluation will need to be completed.

Reevaluation

Before reevaluating the child, you will need to obtain parental consent to reevaluate the child within 10 days of the REED. If the parent requested a reevaluation, the consent form will need to be sent within 10 days of the request.

Steps *To obtain parent consent:*

1. Create a **Permission to Reevaluate - Preschool Early Intervention**.
2. Fill out the document including the reason for the proposed reevaluation.
3. Share the document with the parents.
4. The parents can then fill the document out with their consent decision and add their signature.
5. Once the parents respond, a staff member can fill out the **Date of Receipt** field and mark the document complete.

If the parents consent to a reevaluation, the Reevaluation Report will need to be completed within 60 days.

Steps *To conduct a reevaluation:*

1. Create an **Preschool Early Intervention Evaluation Report**.
2. Select **Reevaluation** as the evaluation type.
3. Select **Yes** for Consent to Reevaluate Required and enter the dates.
4. Fill out the following sections:
 - Demographic Information
 - Participants in the Evaluation
 - Evaluation Background/History
 - Family Information
 - Health, Vision and Hearing Summary
 - Evaluation of Developmental Domains
5. Meet to review the document and provide a summary of findings.
6. Make an eligibility determination.
7. Provide recommendations
8. Mark the document complete.

9. Share a copy of the document with the parents.

After the evaluation, if the child is still eligible, conduct a review of the child's IEP within 30 days.