samegoal

Early Intervention: Reevaluation

- Review of Existing Data
- Reevaluation

Review of Existing Data

While a student is receiving early intervention Special Education services, they will need to be reevaluated after 2 years. If you plan to meet with the parents to conduct a review of existing data before conducting a reevaluation, you can first invite them to the meeting.

Steps *To invite the parents to the meeting:*

1. Create an **Early Intervention - Invitation to Participate in the IEP Team Meeting or Other Meeting**.
2. Enter the date sent.
3. For **The purpose of this meeting**, select **Other** and provide more information in the text box.
4. Provide information about the meeting.
5. Share the document with the parents.
6. The parents can then fill the document out with their plans to attend.
7. Once the parents respond, a staff member can fill out the **Date of Receipt** field and mark the document complete.

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

1. Create a **Preschool Re-evaluation Report**.
2. Enter the **Date IEP Team Reviewed Existing Evaluation Data**.
3. Select which information reviewed.
4. Make a determination about whether additional data is needed.
5. If additional data is not needed, make a determination about the student's eligibility.

6. 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

If you will be conducting a full reevaluation, you will need to obtain parental consent to reevaluate the child.

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.

Steps *To conduct a reevaluation:*

1. Create a **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 in Section 7.
6. Make an eligibility determination in Section 8.
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.