samegoal

# School Age: Reevaluation

Students participating in Special Education must be reevaluated at least every three years (or every two years for students with intellectual disabilities) unless the parent and public agency agree that a reevaluation is unnecessary.

- Prior Written Notice
- Review of Existing Data
- Reevaluation

## Prior Written Notice

Before starting the reevaluation process, send a notice to the parents to inform them of the proposed action.

**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

Before conducting a full reevaluation, you should work with the parents to conduct a review of existing data to determine what, if any, additional data is needed. If you're holding a REED meeting, you can first invite the parents to the meeting.

**Steps** *To invite the parents to the meeting:*

1. Create an **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 **Reevaluation Report**.
2. Enter the **Date IEP Team Reviewed Existing Evaluation Data**.
    - The date of report does not need to be provided yet.
3. In Section 1, summarize all information reviewed.
4. In Section 2, make a determination about whether additional data is needed.
5. If additional data is not needed, make a determination about the student's eligibility and mark the document complete.
6. If additional data is needed, begin the reevaluation process.

If it is determined that additional data is not needed and the student continues to be eligible, new reevaluation deadlines will be set for three years after the review of existing evaluation data (two years for students with intellectual disabilities) and the team may begin with a plan review.

## Reevaluation

If the determination was made that additional data is needed, you will need to conduct a full reevaluation. Before reevaluating the student, you will need to obtain parental consent to reevaluate the student.

**Steps** *To obtain parent consent:*

1. Create a **Request For Consent for a Reevaluation**.
2. Fill out the document and share it with the parents.
3. The parents can then fill the document out with their consent decision and add their signature.
4. 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. Navigate to the **Reevaluation Report** that was used to conduct the review of existing data.
    - You do not need to create a new document.
2. Enter in the **Date of Report**.
3. Summarize all additional information.
4. Make an eligibility determination. In order to be eligible, the student must have a disability and need specially designed instruction.
5. Once everyone comes to an agreement, add signatures.
6. Provide a copy of the document to the parents and enter the **Date Report Provided to Parent**.
7. Mark the document complete.

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