

School Age: Reevaluation

- Parent Notification
- Review of Existing Data
- Reevaluation

Parent Notification

A student participating in the special education program should be reevaluated every three years. 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 student's eligibility.
5. Mark the document complete.

If it is determined that additional data is not needed and the student 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 student, you will need to obtain parental consent to reevaluate the student within 10 days of the REED.

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. Create a **Reevaluation Report**.
2. Enter the date.
3. Summarize all information reviewed.
4. Consider different determining factors and make a decision about whether or not the student's disability is a result of other factors. If it is a result of any other factors, the student is not eligible for services.
5. Make a determination about whether additional data is needed.
6. Once all needed information has been reviewed, Make an eligibility determination. In order to be eligible, the student must have a disability and need specially designed instruction.
7. Once everyone comes to an agreement, add signatures.
8. Provide a copy of the document to the parents and enter the **Date Report Provided to Parent**.
9. Mark the document complete.

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

