samegoal

Triennial 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 parent/guardian agree.

How to conduct a reevaluation

Steps *Steps to complete a reevaluation:*

1. Send a **Notice of ARD Committee Meeting**. In the document, state the purpose of the meeting is to **"develop an evaluation plan"**, to **"determine eligibility for special education services"**, and/or to **"determine reevaluation needs"**. *Optional, best practice.*
    - If you also select **develop, review, and/or revise the student's IEP** or **determine eligibility for special education services** as the meeting purpose, you will satisfy the Notice of ARD Committee Meeting deadline for the IEP review.
2. Conduct a **Review of Existing Evaluation Data** (REED) to decide if additional data is needed to determine the child's eligibility for special education.
    - Optionally, use the **Insert from last FIE** buttons to pull data into the review sections.
3. Send a **Prior Written Notice** to the parent/guardian.
    - If the decision was made that no additional data is needed, state the purpose is to **"refuse"** to **"initiate"** the **"evaluation of the child"**.
    - If the decision was made that additional data is needed, state the purpose is to **"propose"** to **"initiate"** the **"evaluation of the child"**.
4. If no additional data is needed, you may jump to step 6. If you plan to conduct another evaluation, complete a **Consent for Reevaluation** to obtain consent from the parent/guardian.
    - Rather than completing two separate documents, some districts choose to complete a **Notice and Consent for Evaluation** instead so they can notify the parent/guardian and obtain consent with one document. If you use this document, specify it is for a **reevaluation (three year)**.

5. Complete a **Full and Individualized Evaluation** to determine the student's eligibility for services.
    - Optionally, use the **Insert from last REED** buttons to pull data into the evaluation sections.
6. Once a child has been determined to be eligible for services, the ARD Committee may begin developing the student's IEP.