

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**".
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.
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.