

Re-evaluation Process Checklist for K-12

√	Activity	Requirements
	Pre-planning Parent Notification	<p>Contact parent to inform that student is due for triennial evaluation and that a review of existing data will be conducted. Contact at least two months in advance of Evaluation Due date to allow for scheduling time. Inform parent they may request a formal IEP meeting to conduct the review of existing data, but such a meeting is not required.</p> <p>If parent requests IEP meeting to review existing data, schedule IEP meeting and send Notice of Team meeting to review data and develop an evaluation plan.</p>
	Review of Existing Data and Evaluation Planning	Collect updated information from parent and other team members involved in student's programming. After review of existing data, develop Evaluation Plan; either additional information (testing) is required or no additional information is required.
	Parent Notification of Proposed Educational Evaluation	<p>Parents are provided with/sent Parent Notification of Proposed Education Evaluation and the Notice of Procedural Safeguards brochure (if one has not been given to parent that year).</p> <p>Evaluation Notice/Plan must be in the parent's native language or other mode of communication. <i>Refer to Nondiscriminatory Evaluation Practices.</i></p> <p>Evaluation Plan must include a full description of areas to be evaluated and procedures to be used. Parent must be given the option of time to review the Plan and provide consent, not to exceed 14 <i>calendar</i> days.</p>
	Evaluation Consent	Parental written consent is <u>not</u> required before beginning a re-evaluation, <u>if</u> the 14 <i>calendar</i> day parent response time has expired. (If no consent is returned from parent 14 <i>calendar</i> days from the date of the Notice of Proposed Educational Evaluation, begin the re-evaluation.)
	Reevaluation	Conduct evaluation, gathering data and documenting: Parent information and existing data; Summary of all evaluation results; Present levels of performance and educational needs; Whether student continues to have a disability (as defined by criteria); Whether student continues to need special education and related services; Whether an additions or modifications to the special education and related services are needed (to meet annual goals and participate in gen ed, if appropriate).
	Eligibility Determination and Evaluation Report	<p>The Evaluation Report must be completed and delivered to parent within 30 <i>school</i> days of receipt of the consent for evaluation or expiration of the 14-<i>calendar</i> day parental response time.</p> <p>Best practice is to schedule an Eligibility Determination meeting with parents (use Notice of Team Meeting form) <u>within</u> the 30 <i>school</i> day timeline to review the Evaluation Report and document team's eligibility decision.</p>