### INITIAL EVALUATION for SPED
- Used when a child is suspected of having a disability that may require specialized instruction in order for them to meet standards that apply to all children.
- Use **ELIGIBILITY PROCESS** in EDplan to complete process.
- Parent consent required to initiate this process. It is indicated in EDplan in the **ELIGIBILITY PROCESS**.
- Team has 65 business days from the referral to make complete the evaluation AND make a determination.
- Typically initiated by the SPED staff contact to the SBIT.
- Prior Written Notice Required after referral for initial evaluation.
- Process typically facilitated by the school psychologist or speech pathologist.
- Evaluation date automatically set once parent response is indicated in the **ELIGIBILITY PROCESS** in Edplan.

### RE-EVALUATION for SPED
- Used when a child is suspected of having another disability, a different disability or the present order of disability is suspected of not being accurate.
- Use **ELIGIBILITY PROCESS** in EDplan to complete process.
- Parent consent required to initiate this process. It is indicated in EDplan in the **ELIGIBILITY PROCESS**.
- Team has 65 business days from the referral to make complete the evaluation AND make a determination.
- Typically initiated by the Case manager.
- Prior Written Notice required after referral for a re-evaluation.
- Process typically facilitated by the school psychologist or speech pathologist.
- Evaluation date automatically set once parent response is indicated in the **ELIGIBILITY PROCESS** in Edplan.

### TRIENNIAL:
- **Review of Existing Data**
  - Used to meet the three year review mandate for which there is data to confirm disability, needed services and modifications and write a good Present Level of Performance.
  - Create forms in EDplan
  - Use **IEP Process** in EDplan
  - No parental consent is required to do a review of existing data.
  - The team has until the Triennial Date to complete this process in an Annual IEP Meeting.
- **With Testing**
  - Used to meet the three year review mandate for which there is not enough data to determine needed services or modifications or write a good Present Level of Performance.
  - Create forms in EDplan
  - Use **IEP Process** in EDplan
  - Parent consent required to initiate this process. Case manager files parental consent in educational record.
  - The team has until the Triennial Date to complete the assessments AND process in an Annual IEP Meeting.
  - Always initiated by the case manager.
  - Prior Written Notice required after initiating process for Triennial.
  - Process facilitated by the case manager.
  - Case manager must communicate with Central Office to reset Triennial Date.