Re-Evaluation Meeting for Special Education Eligibility
Using ELIGIBILITY PROCESS IN EDplan

COMMUNICATION / PLANNING

☐ Case Manager communicate with disciplines evaluating or reviewing data (i.e. date of meeting, accommodations for parent needed for participation, special considerations)
☐ Chairperson designated.
☐ Chairperson schedules Eligibility Meeting with team and parent.
☐ Chairperson signs into EDplan
☐ Go To ELIGIBILITY PROCESS
☐ Clicks “Preliminary Decision and Meeting Notice / Invitation”
☐ Documents scheduling of meeting with parent by completing this step in the process.
☐ Print meeting notice and mail to parent.
☐ Place a copy in the student’s educational record.
☐ Chairperson confirms meeting date, time and place with IEP team.
☐ Team determines if it will use “Reports” in EDplan’s Eligibility Process

OPERATING PROCEDURES

☐ Chairperson prepares for meeting by printing and/or reviewing “Disability Worksheets” in ELIGIBILITY PROCESS in EDplan prior to meeting.
☐ Introductions (name and role at meeting)
☐ Review of data by discipline
☐ Essential deliberations and decision documented using EDplan.
☐ Chairperson signs into EDplan and clicks “Eligibility Summary and Determination”

DATA AND DOCUMENT PROCESSING

☐ Chairperson completes (and finalizes) all worksheets for which the student is eligible.
☐ Chairperson completes (and finalizes) the Prior Written Notice.
☐ Team and parent signatures secured*
☐ All documents are copied.
☐ One set provided to parents.
☐ Originals are placed in educational record.
☐ Parent “Response” to eligibility outcome is recorded in EDplan.

*Parent consent required to implement any changes.