Re-Evaluation For Special Education Eligibility

COMMUNICATION
☐ There is expected to be a change to the student’s disability status or classification.
☐ Communicate with IEP Team to build consensus
☐ Communicate with parents to share proposed plan and elements of the re-evaluation and build consensus on the re-evaluation plan

PREPARATION PROCEDURE #1
☐ In EasyIEP Go To ELIGIBILITY TAB and choose all possible components
☐ Parent Permission to Evaluate created
☐ Component Checklist complete using EasyIEP
☐ IEP Team Signatures secured on Component Checklist
☐ Parent provided a copy of documents (mailed or in person)
☐ Signature of Parent indicating consent for the re-evaluation is secured on “Component Checklist” and on “Parent Permission to Evaluate” forms
☐ All related documents copied and placed in educational record

PAUSE POINT
☐ Review previous steps

PREPARATION PROCEDURES #2
☐ Communicate with disciplines evaluating or reviewing data (i.e. date of meeting, accommodations for parent needed for participation, special considerations)
☐ Schedule Eligibility Meeting with team and parent
☐ Written Notification sent to parent using EasyIEP
☐ Copy of Written Notification sent to parent placed in educational record

OPERATING PROCEDURES
☐ Introductions (name and role at meeting)
☐ Review of data by discipline
☐ Essential deliberations and decision documented using Eligibility Summary (50.02)
☐ Team and parent signatures secured*

*Parent consent required to implement any changes.

DATA AND DOCUMENT PROCESSING
☐ Provide a copy of all documentation used in this process to parents.
☐ Send a copy of Notice, Component Checklist, Notice of Review of Existing Data OR Parent Permission to Evaluate to Central Office. (Central Office will reset Triennial Date)
☐ Place a copy of all documentation used in this process in student’s educational record.