Triennial Evaluation Process

COMMUNICATION
- The child already receives / is eligible for special education services.
- The required review occurs between now and the end of the next school year.
- There is no expected change in the student’s disability status or classification.
- Communicate with IEP Team to build consensus
- Communicate with parent to share proposed plan and elements of the Triennial and build consensus on the triennial evaluation plan.

PREPARATION #1
- In EDplan go to the ELIGIBILITY TAB and choose all the components that could possibly be included in this triennial evaluation.
- Create Parent Permission to Evaluate form in EDplan IF updated testing will be part of Triennial
- Parent Notification of Review of Existing Data created IF only existing data will be reviewed
- Component Checklist completed using EDplan
- IEP Team Signatures secured on Component Checklist
- Documents copied - one set placed in educational record
- Parent provided a copy of documents
- Signature of Parent on Component Checklist and consent on Parent Permission to Evaluate secured

PAUSE POINT
- Review previous steps

PREPARATION #2
- Communicate with disciplines evaluating or reviewing data (i.e. date of meeting, accommodations for parent needed for participation, special considerations)
- Review of data or updated evaluations entered directly into Present Level of Performance
- Schedule Annual IEP Meeting with team and parent
- Written Notification sent to parent using EDplan

OPERATING PROCEDURE
- Purpose of Meeting
- Introductions (name and role at meeting)
- Review of data by discipline
- Confirm process by noting documentation using Annual IEP Meeting
  - If a Review of Existing Data, appropriate boxes in EDplan generated document should be checked
  - If Testing was completed – mark in purposes of IEP “Other: Triennial Evaluation conducted.”
  - Confirm with parents previous documentation completed and shared (i.e. component checklist and parent notification or permission.

- Complete Annual IEP
- Team and parent signatures secured

DATA AND DOCUMENT PROCESSING
- Provide a copy of all documentation used in this process to parents.
- Send a copy of all documentation used in this process to Central Office.
  (Central Office will activate eligibility upon receipt and review of eligibility documentation.)
- Place a copy of all documentation used in this process in student’s educational record.