

Procedures for Conducting Student Reevaluations for Special Education

Review of Existing Data (RED)

- • Conduct a team review of current IEP, goals, recent assessments, and classroom data.
- • Gather input from teachers, parents, and service providers.
- • Determine if additional data is needed for eligibility or program planning.

Parent Notification and Consent

- • Provide Prior Written Notice (PWN) to the parent explaining the intent to reevaluate.
- • Obtain informed parental consent if new assessments are needed.
- • If no additional data is required, document this and notify the parent.

Conduct Assessments (If Needed)

- • Use multiple tools and strategies for evaluation (cognitive, academic, behavioral, etc.).
- • Ensure assessments are non-discriminatory and in the child's native language.

Evaluation Team Meeting

- • Hold a team meeting to review all evaluation data.
- • Determine continued eligibility for special education services.
- • Consider changes in the category of disability, if applicable.

Complete the Evaluation Team Report (ETR)

- • Document evaluation findings, eligibility determination, and required services.
- • Provide a copy of the ETR to the parent.

Revise the IEP (If Needed)

- • Update or revise the IEP based on the reevaluation results.
- • Include changes to goals, services, accommodations, or placement as needed.

Timelines

- • Reevaluations must be conducted at least every 3 years (triennial).

- • Must be completed within 60 days (or state-specific timeline) from receiving parental consent.