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| Student Name: | School: |
| Eligibility Category: | Current Eligibility Date: |

The following information must be compiled and completed to conduct **ANY** Reevaluation.

If you suspect the student requires a comprehensive evaluation WITH testing, you MUST contact Shannon Boyce (sha207@rcsd.ms) at County Office no later than three months before the child’s eligibility expires.

If you feel the child’s eligibility can be continued through a comprehensive evaluation WITHOUT testing, the file does NOT have to be reviewed by County Office.

☐ **Data supports that this child should receive a comprehensive reevaluation WITH TESTING**

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| Required **PRIOR** to eligibility expiration date (Must be uploaded to SPED Track at least 3 months before this date) |
| ☐ | 1. | **Current IEP and copy of current Eligibility Determination Form** |
| ☐ | 2. | **Developmental History** (ages 3-9 or 10-21) conducted by *interview* either over the phone or in person. |
| ☐ | 3. | **Teacher Narrative** completed by the academic teacher. |
| ☐ | 4. | **Hearing/Vision** Screening |
| ☐ | 5. | **Educational Information** |
|  | ☐ | a. | Statewide Assessment Scores |
| ☐ | b. | District Assessment Scores (current and prior two years) |
| ☐ | c. | Grades (current and prior two years) |
| ☐ | d. | Absences (current and prior two years) |
| ☐ | e. | Copy of cumulative insert (Not transcript from Powerschool) |
| ☐ | f. | LAS Links scores (if applicable) |
| ☐ | g. | Discipline referrals (if applicable) |
| ☐ | h. | ICAP assessment (if applicable) |
| ☐ | k. | Universal Screening data (class comparison summary and individual summary) for math and reading |
| ☐ | 6. | **ABC Data** (if behavior problems are noted/suspected, ten (10) days of ABC data should be collected) or **FBA, BIP** (if applicable). If the student has a current eligibility for behavior, ABC data and progress monitoring is required. If additional eligibility is suspected for OHI-ADHD, interventions and progress monitoring should have been conducted. For EmD, behavior logs and significant documentation are required. |
| ☐ | 7. | Upload ALL paperwork listed above *three* months before eligibility date. |

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| Before the Meeting |
| ☐ |  8. | For reevaluations without additional testing, complete and send an Invitation to Committee meeting and Parent Response Form to invite the parent to the meeting. Make a copy of both forms before sending. For reevaluations WITH additional testing, a meeting should not be scheduled until after communication from Shannon Boyce to ensure appropriate paperwork is received for the meeting. |
| ☐ |  9. | Collect paperwork required for meeting documentation. |
|  | ☐ | a. | Page 2 of IEP (Required for review/revisions/IEP meetings) |
| ☐ | b. | Meeting Minutes Form |
| ☐ | c. | Paperwork collected from list above |
| ☐ | d. | Prior Written Notice |
| ☐ | e. | Procedural Safeguards |
| ☐ | f. | If no additional testing required, Eligibility Determination Form |
| ☐ | g.  | If additional testing requested, Informed Parent Consent Form (Provided by Shannon Boyce) |

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| At the Meeting  |
| ☐ | 10. | Provide copy of procedural safeguards and have corresponding box signed on Review/Revision page of IEP. |
| ☐ | 11. | Review/Discuss collected reevaluation documentation to determine if disability continues to exist.  |
| ☐ | 12. | Amend/Review/Revise IEP as needed and document changes on second page of IEP. |
| ☐ | 13. | If no additional testing is warranted, have Eligibility Determination Report form signed with eligibility verified from previous Eligibility Determination Report. |
| ☐ | 14. | If additional testing is warranted, Informed Parent Consent should be completed. Areas to be addressed in comprehensive assessment are determined by the review/discussion of collected data. Obtain signatures for Informed Parent Consent. |
| ☐ | 15. | Complete Meeting Minutes and obtain signatures. |
| ☐ | 16. | Obtain signatures on Review/Revision page of IEP. |
| ☐ | 17. | Complete Prior Written Notice and explain the 7-day waiver to the parent. Parent should choose the appropriate box and sign/date. Make a copy of the Prior Written Notice and give the original to the parent/guardian. |
| ☐ | 16. | Provide parent copies of all documents. |

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| After Meeting (If NO additional testing is warranted) |
| ☐ | 17. | Submit LRE to Leigh Townsend. |
| ☐ | 13. | Scan, save as Student Name/Reevaluation/year (ex: Boyce, Shannon Reevaluation 2018), and upload all documents listed above to the district computer tracking system with the Eligibility Determination Form first. |
| ☐ | 14. | Update all dates in the district computer tracking system  |
| ☐ | 15. | Add copies of all forms listed above to the student’s folder. |

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| After Meeting (If additional testing is warranted) |
| ☐ | 17. | Scan meeting documents to Shannon Boyce (sha207@rcsd.ms) |
| ☐ | 15. | Add copies of all forms listed above to the student’s folder. |