



## PROCEDURES FOR REEVALUATIONS

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**

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

Before the Meeting		
<input type="checkbox"/>	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 <u>both</u> forms before sending. For reevaluations <b>WITH</b> additional testing, a meeting should not be scheduled until after communication from Shannon Boyce to ensure appropriate paperwork is received for the meeting.
<input type="checkbox"/>	9.	Collect paperwork required for meeting documentation.
	<input type="checkbox"/> a.	Page 2 of IEP (Required for review/revisions/IEP meetings)
	<input type="checkbox"/> b.	Meeting Minutes Form
	<input type="checkbox"/> c.	Paperwork collected from list above
	<input type="checkbox"/> d.	Prior Written Notice
	<input type="checkbox"/> e.	Procedural Safeguards
	<input type="checkbox"/> f.	If no additional testing required, Eligibility Determination Form
	<input type="checkbox"/> g.	If additional testing requested, Informed Parent Consent Form (Provided by Shannon Boyce)

At the Meeting
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<input type="checkbox"/>	10.	Provide copy of procedural safeguards and have corresponding box signed on Review/Revision page of IEP.
<input type="checkbox"/>	11.	Review/Discuss collected reevaluation documentation to determine if disability continues to exist.
<input type="checkbox"/>	12.	Amend/Review/Revise IEP as needed and document changes on second page of IEP.
<input type="checkbox"/>	13.	If no additional testing is warranted, have Eligibility Determination Report form signed with eligibility verified from previous Eligibility Determination Report.
<input type="checkbox"/>	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.
<input type="checkbox"/>	15.	Complete Meeting Minutes and obtain signatures.
<input type="checkbox"/>	16.	Obtain signatures on Review/Revision page of IEP.
<input type="checkbox"/>	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.
<input type="checkbox"/>	16.	Provide parent copies of all documents.

After Meeting (If NO additional testing is warranted)		
<input type="checkbox"/>	17.	Submit LRE to Leigh Townsend.
<input type="checkbox"/>	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.
<input type="checkbox"/>	14.	Update all dates in the district computer tracking system
<input type="checkbox"/>	15.	Add copies of all forms listed above to the student's folder.

After Meeting (If additional testing is warranted)		
<input type="checkbox"/>	17.	Scan meeting documents to Shannon Boyce (sha207@rcsd.ms)
<input type="checkbox"/>	15.	Add copies of all forms listed above to the student's folder.