



Reevaluation Procedures

1. Reevaluation must be discussed at the Annual Case Conference each year. If additional information is needed to address student needs and/or eligibility, the CC would recommend that the student be reevaluated. In cases where the student is making adequate progress and services and eligibility are not in question, reevaluation may not be needed or recommended.
2. Reevaluation includes any evaluation other than initial evaluation, including requests to consider changing or adding an exceptionality, or requests for related services (OT, PT, assistive technology, adaptive PE, counseling, etc.). Reevaluation may also include requests to exit an existing exceptionality or to exit a student from special education.
3. Prior to the ACC, or upon parent or teacher reevaluation request, the TOR will complete the Reevaluation Recommendation Worksheet and submit to the school psychologist. School psychologist will review data and generate Notice (or Refusal) of Reevaluation. School psychologist will notify TOR that the Notice (or Refusal) has been generated in the IIEP and is ready for the TOR to provide to the parent.
4. The TOR will provide the parent with the Notice (or Refusal) of Reevaluation. The parent must receive the Notice within 10 school days from the date the request was made.
5. If a Notice of Reevaluation has been generated, the reevaluation will not proceed without parent signature, except under unique circumstances after multiple documented efforts to secure signature have been documented and Manager approval has been obtained.
6. After parent signature has been received, the signed Notice of Reevaluation must be forwarded immediately to the Department of Special Education. Clerk will provide Medicaid referral sheets, if applicable, to Manager for signature. Reevaluations and Medicaid referral sheets will be forwarded to Psychological Services. Psychological Services secretary will process the Notice of Reevaluation, assign reevaluation activities, and route the Reevaluation accordingly to appropriate personnel/evaluator(s) involved.
7. The reevaluation must occur and the CCC convened within 50 instructional days from the date written parental consent is received by licensed personnel. Even if results of reevaluation suggest that no additional services are being recommended, the reevaluation CC must still be convened. Evaluators must participate in the reevaluation CC to share results and any recommendations.
8. Evaluator(s) must enter findings in the IIEP Educational Evaluation Report, and



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the Report must be finalized, printed, and provided to the parent before or during the Reevaluation CC.

9. When the evaluator(s) has completed the reevaluation components, the evaluator(s) will immediately notify the student's TOR, and the TOR will schedule a CC to discuss results of the reevaluation. The involved evaluator(s) must participate in the CC either in person or by phone. The TOR and the involved evaluator(s) are responsible for ensuring that the reevaluation is completed and the CCC convened by the compliance date (typically 50 instructional days from the date written parental consent was received).
10. For reevaluations that involve changing, adding, or dropping an exceptionality, including those involving exiting from special education, the Multidisciplinary Team (M-Team) will meet to discuss.



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11. If the M-Team convenes for this purpose, attempts will be made if possible to provide parent and school with results and recommendations at least five school days before the Reevaluation CC.