

**INFORMAL REEVALUATION CHECKLIST**  
(No Additional Data Needed)

Student's Name: \_\_\_\_\_

1. ☐ Send **Notice and Invitation to a Meeting/Consent for Agency Participation** to parents (Obtain Parent Signature or 2 Documented WRITTEN Attempts) **Note: Best practice is to mail WRITTEN Notice twice, unless parent returns the signed Notice.**
  2. ☐ Transfer previous eligibility components, that are still appropriate, into the new **Notice and Eligibility Decision Regarding Special Education Services** (Eligibility Report) such as:
    - ☐ IQ / Achievement / Language
    - ☐ Behavior Rating Scales / Adaptive Behavior Scales / Attention Deficit Scales
    - ☐ Observation(s) / Medical
    - ☐ Vision and Hearing
  3. **Update/obtain the following NEW components and ADD to the Eligibility Report:**
    - ☐ (Prong 1) - **Documentation of Appropriate Instruction** checklist
    - ☐ **ECEC Checklist** (found in drop-down box – next to “Create New Document”)
    - ☐ Teacher Input form
    - ☐ Parent Input form
    - ☐ Grades
    - If needed:**
      - ☐ (Prong 2) - **Data-Based Documentation** (\*ONLY need IF considering SLD)
      - ☐ Current Work Samples in area(s) of concern – (Need if considering SLD)
      - ☐ Statement of Adverse Affect (Need for: OHI / DD / ED / OI)
      - ☐ Copies of relevant evaluations (outside agency reports, state assessments, etc.)
      - ☐ Discipline and Attendance reports
      - ☐ Medical Information/School Healthcare Plan
  4. **For SLD:** Verify previous IQ, Predicted Achievement, and obtained Achievement scores and complete SLD ONLY SECTION of the Eligibility Report. **\*Contact your Psychometrist for assistance.**
  5. Use disability area **COMPLIANCE VERIFICATION FORM(S)** to ensure all required components are documented on the Eligibility report.
  6. ☐ Open the **Notice of IEP Team's Decision Regarding Reevaluation** and prepare the **DRAFT** copy.
- \*\*After preparing the DRAFT Eligibility Report and DRAFT Notice of IEP Team's Decision Regarding Reeval, \*contact your Psychometrist (at minimum) 3 to 4 days in advance of the meeting to review eligibility components.**
7. **Convene IEP Team to Discuss/Complete Reevaluation**
    - ☐ Complete **Notice of IEP Team's Decision Regarding Reevaluation**
    - ☐ Complete **Notice and Eligibility Decision Regarding Special Education Services** (Eligibility Rpt.)
    - ☐ Complete **Compliance Verification Form(s)** for student's identified area(s) of disability.
    - ☐ Update data in student's **Profile** in SP

**\*\*Send to Betsy Dunn at COS – after meeting:  
Copy of Eligibility Report signature page and  
Compliance Verification Form (CVF)**