NORTHLAND LEARNING CENTER RE-EVALUATION PROCESS

Student Name:_____ Re-Evaluation Due Date:_____

The Individuals With Disabilities Act (IDEA) requires students on IEPs to be re-evaluated every 3 years to consider continued eligibility for special education services and to determine the student's present levels and needs. This process should be initiated 90 days before it is due.

TASK	Date Completed
90 Days Before the Re-Evaluation is Due: Complete all sections of **Re-Evaluation Form** (Located under Staff Resources/Referral Forms on northlandsped.org) or discuss re-evaluation waiver if applicable. If a re-evaluation is agreed upon, move forward on the process outlined below.	
Send **Re-Evaluation Form** to school psychologist (Scan/Email or fillable electronic form).	
Notify related service providers of re-evaluation (Ask them to enter or send you their pieces of the re-evaluation plan).	
Call parent/guardian to schedule a re-evaluation planning meeting. Complete **Notice of Team Meeting Form**.	
When School Psychologist Emails Re-Evaluation Plan: Transfer information into **Evaluation Prior Written Notice (PWN)** exactly as it appears.	
Finalize and send **Evaluation PWN** home after all related service provider info is entered.	
When signed **Evaluation PWN** is returned **or** 14 calendar days have passed: Email the form to the school psychologist or assistant director/coordinator to establish Day 20 and 30.	
Inform related service providers and the school nurse of Day 20 and Day 30.	
Distribute forms, questionnaires, etc. to teachers and parents. If applicable, return completed forms to the school psychologist or related service providers by Day 20.	
Use corresponding re-evaluation checklist from the NLC website and enter information into the **Evaluation Report** by Day 20 and verify other service provider information is entered.	
Notify the school psychologist when all service provider information in the **Evaluation Report** is complete.	
School psychologist will notify you when the evaluation is complete. Send **Evaluation Report** home by Day 30.	
Schedule a meeting to discuss the re-evaluation results and use information from the **Evaluation Report** to update the IEP. Complete and finalize **Notice of Team Meeting** Form.	
Enter decision on Primary Disability section of Evaluation Report after meeting. Finalize **Evaluation Report**.	

Day 20:_____ (Date case manager and related service providers must complete and enter information into the Evaluation Report)

Day 30:_____ (Date the Evaluation Report must be sent home)

(Updated 10-12-26)