



Reevaluation Procedures Checklist

Student Name: _____ School: _____

Note: Teacher will initial each step when completed and keep with student reevaluation data as part of the documentation to be submitted to District Office of Special Services.

Reevaluations are conducted by the Claiborne County School District every three (3) years, prior to discontinuation of special education services or any related services, prior to change of eligibility category, at the request of parent, (parent may request no more than one reevaluation a year) or due to other warranted situations.

When should a teacher recommend a comprehensive reevaluation?

- The teacher suspects that the student no longer has the disability of the ruling (seizure disorder well controlled, cancer but no longer receiving treatments and is considered in remission, etc.)
- The teacher suspects another disability category is more appropriate for the student, such as OHI(ADHD) but now suspect emotional problems, ruled emotionally disabled but no longer exhibits the characteristics, etc.
- The student no longer needs special education services, specially designed instruction. (Possibly Developmentally Delayed (DD) students prior to age 9.9; OHI(ADHD); State and district assessments indicate student is performing at the expected grade level and specially designed instruction is no longer needed, etc.)

___At the beginning of the school year - August, each teacher will receive a list of students from District Case Manager whose eligibility ruling will expire during the current school year. The teacher should begin the reevaluation process **at least 6 months** prior to the expiration of the current eligibility.

___At the beginning of the school year – August, teachers with students with a Developmentally Delayed (DD) ruling will receive a list of students turning 10 within the school year from District Case Manager. To ensure that the timeline is met, the teacher will begin the reevaluation process **at least 6 months prior to the student's tenth (10th) birthday.**

Note: The IEP committee should consider reevaluating students ruled DD around 8 years old in order to determine an appropriate eligibility ruling.

___The IEP Roster's teacher will collect and compile the following information and data for the reevaluation:

- ☐ Information/Reports provided by the parent/guardian, if applicable
- ☐ The student's current IEP with progress monitoring data for all goals (including related services - OT, PT, counseling, L/S, etc.)
- ☐ Teacher Narrative (from general education teachers in core subjects, unless not participating in general education)
- ☐ Developmental History or updated developmental history – *Completed by Parent*



- ☐ Classroom observation form - *Completed by School Interventionist, Assistant Principal, or District Special Education Leader*
- ☐ Teacher observations, if any available
- ☐ FBA/BIP with progress monitoring data, if applicable
- ☐ Behavior logs if applicable
- ☐ Discipline reports from current school year
- ☐ Attendance reports from current school year
- ☐ Copy of cumulative record

- ☐ Universal screening assessment results with the student's growth levels, performance levels in comparison to classmates
- ☐ Any other relevant information (Medical or outside evaluation reports)

____ The IEP Roster teacher will contact the Special Education Director or District Case Manager **at least 75 days** before the IEP meeting will be scheduled ***if additional testing might be requested by the teacher or parent.***

____ If additional testing **will not** be requested, the IEP Roster teacher will contact the District Case Manager **at least 30 days** before the IEP meeting will be scheduled.

____ The IEP Roster teacher will schedule the IEP team's reevaluation meeting.

____ The parent will be invited to participate in the IEP Committee meeting held to review the data. The IEP Roster teacher will send the Invitation to Committee Meeting and Reply form. (Rev-1) Notices will be sent to the parent at least 7 days prior to the meeting date.

____ Members of the IEP team will be invited to the IEP meeting (including the student if appropriate).

The District Office will be notified that the meeting has been scheduled in the form of email or Google Calendar to Special Education Director or District Case Manager.

____ The IEP Roster teacher will verify receipt of the Invitation to Committee Meeting with the parent.

- Receipt of the Invitation to Committee Meeting will be verified by
 - ✓ Parent returns the Parent Response form with signature, date of signature and appropriate indication of his/her intent to attend the meeting.
 - If the parent requests that the meeting be rescheduled for another time, the IEP Roster teacher will find a mutually agreeable time and date to reschedule the meeting.
 - If the Parent Response form is not clear about the parent's intent to attend the meeting or the parent request to be contacted, the IEP Roster teacher will contact the parent to schedule the IEP team meeting.
 - ✓ If the parent has not responded to the Invitation to Committee Meeting within 3 days of sending the Notice, the IEP Roster teacher will contact the parent, by phone, text, or in school contact system, to verify receipt and the parent's intent. ***There must be at least 3 documented attempts to verify receipt of the Invitation to Committee Meeting prior to conducting the IEP Meeting without the parent.***

Note: Documented attempts may be documented on the Parent Response form.

____ The IEP Committee (*all required members*) will convene to review existing data. (Data



collected by the IEP Roster teacher listed above). Based on the review of all information the IEP committee will make a decision regarding the students' reevaluation needs.)

___The IEP Committee may decide additional data are **not** required to recertify eligibility. The IEP Committee will discuss the reasons for determining additional data are not needed. (The Claiborne County School District recommends the IEP Committee consider a comprehensive reevaluation – additional testing- every 3 years and at least once every six years.)

Possible reasons additional data is not needed –

- ✓ The student received a comprehensive reevaluated 3 years ago and data gathered continues to support the disability and the need for special education and related services.
- ✓ Based on the review of data gathered and reviewed, there is no need for additional standardized testing. (**VI**– no change in vision or vision reports indicate deterioration and data gathered supports the need for continued special education and related services; **HI** – no change in hearing or specialist reports indicate deterioration; **OI** – no change in orthopedic disability and data gathered supports the need for continued special education and related services; **TBI** -data gathered supports continued need for special education and related services, etc.)

The IEP Roster teacher will inform the parent of their right to request an assessment. The parent has the following options:

- The parent **disagrees** additional data are not needed and requests a reevaluation. (*If the parent request additional testing the student must receive a comprehensive reevaluation.*)
 - ✓ The parent will provide consent for testing on the Informed Parental Consent form (Rev-2) – Reevaluation. Prior Written Notice will be provided to the parent. The parent has a right to one comprehensive evaluation a year. The district cannot refuse this reevaluation. If a second reevaluation in the same calendar year can be refused if the parent does not agree. The teacher will immediately send copy of parent signed Informed Parent Consent to Special Education Director and District Case Manager.
 - ✓ The comprehensive reevaluation will be conducted.
- The parent **agrees** additional data are not needed. The committee proceeds with the reevaluation and documents the eligibility of on the Determination of Eligibility form. (Rev-4) Prior Written Notice will be provided to the parent.

___The IEP Committee may decide additional data are required to recertify eligibility.

The IEP Committee identifies areas to assess and requests parental consent. The following may occur:

- The parent refuses to consent to additional testing. The parent signs refusal for reevaluation with additional testing on the Informed Parental Consent form. A Prior Written Notice is given or sent to the parent documenting the district's proposal to conduct a comprehensive reevaluation (with additional testing) and the reasons for this proposed action. Develop an IEP based on the data gathered and reviewed. Exception: Students with a current Developmentally Delayed (DD) eligibility category turning 10 years of age who would no longer be eligible for services if parent refuses additional testing for



reevaluation.

- *HOWEVER, if the IEP Committee believes that a comprehensive reevaluation is needed in order to provide a FAPE, the members of the IEP Committee should continually communicate on the student's performance and progress and discuss the need for the additional testing. **This is not to pressure the parent to change his/her mind but to keep the parent informed.** REMEMBER: The district is responsible for providing FAPE.*
- The parent does not respond to the request regarding the Reevaluation. The IEP Committee will make reasonable attempts to obtain consent. The IEP Roster teacher will send the parent Prior Written Notice of the committee's decision and the reasons for the decision. The IEP Committee will develop the IEP based on the information gathered and reviewed.

____The parent provides consent for additional assessment and signs the Informed Parental Consent. The speech pathologist and psychometrist, as needed, will conduct the reevaluation and notify the school/special education director once the assessment and reports are complete. The IEP Team will be reconvened to review all of the data and make an eligibility determination.

____The IEP Committee will hold an eligibility meeting and make one of the following determinations:

- The IEP Eligibility Committee determines the child no longer qualifies as a child with a disability and is no longer in need of special education services. Document the decision on the Eligibility Determination form.
 - ✓ Prior Written Notice must be given to parent informing the parent of the district's **intention to exit** the student from special education. The Prior Written Notice should be given at least **seven (7) calendar days** prior to the termination of services.
 - ✓ The Prior Written Notice **must** contain the basis for the decision, an explanation of the parent's right to obtain an Independent Educational Evaluation (IEE), and the parent's right to a due process hearing.
 - ✓ Receipt of the Prior Written Notice by the parent **must be verified prior to removing** the child from special education services. The district must document receipt of the notice by the parent.
- The IEP Eligibility Committee determines that the student meets a different disability category and based on that disability is in need of special education and related services. Document the committee's decision on the Eligibility Determination form. Prior Written Notice must be given to the parent. The IEP Roster teacher must document receipt of the notice by the parent. The IEP Committee reviews and/or revises the current IEP. The parent is given Prior Written Notice of all revisions.
- The IEP Eligibility Committee determines that a child's previous disability category continues to reflect the child's current disability. The committee's decision is documented on the Determination of Eligibility form. The parent is provided Prior Written Notice of the decision and receipt is verified. The IEP Committee reviews and/or revises the current IEP. The parent is given Prior Written Notice of the review/revision of the IEP. The IEP Roster teacher will obtain verification of the of receipt of the notice



by the parent.

_____The IEP Roster teacher will follow the procedures to update all information in the Central Office, Special Education systems.

_____All original documentation/data gathered and completed forms will be submitted to the Special Education Director and/or District Case Manager.

_____A copy of the documentation/data gathered and completed forms will also be placed in the IEP folder that is kept by the IEP Roster teacher.

