



Northern Lights Special Education Cooperative

www.nlsec.org

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Re-evaluation Due Process Guidelines

Re-evaluations:

When preparing for a student's three year re-evaluation, case managers must allow adequate time for all team members to complete the evaluation. Once a signature is received, the evaluation team has 30 school days to complete the evaluation and hold the meeting. The team should look at starting the assessment at least 2 months before the 3 year due date (date previous evaluation was completed).

☐ Step 1: Notice of a Team Meeting- Evaluation Plan

There is no "legal" requirement to conduct evaluation planning meetings. The decision to formally hold such meetings should be made at a building level. If a meeting is not held with the parent, the team must include parent information as it is a required part of the evaluation. If you decide to meet, make sure parent(s) are notified 7-10 days in advance.

Date on Notice: _____ Filed on: _____

☐ Step 2: Prior Written Notice of Evaluation/Re-evaluation

Provide parents with Prior Written Notice of Educational Evaluation/Re-evaluation. Ensure all boxes are completed and a re-evaluation plan is completed with team input (including parent input). Make sure to include the Notice of Procedural Safeguards.

Date on PWN: _____ Filed on: _____

☐ Step 3: Notice of a Team Meeting

Send Parents Notice of team meeting and ensure all boxes are completed. For the purpose of the meeting, select both:

- To review your child's Individualized Education Program (IEP) plan, including consideration of extended school year services, and revise the IEP as needed.
- To discuss evaluation results and determine if your child continues to be eligible for special education and related services.

Best practice includes attempting to contact parent(s) by phone and then sending out the notice (attempt to notify parents 7-10 days before the meeting). Include Procedural Safeguards notice and document attempts to invite parents to this meeting. The student must also be invited to any team meeting where secondary transition will be discussed. Provide a copy of notice to all invitees. File a hard copy in the student's special education folder.

30 Day Evaluation Completion Date: _____ Filed on: _____

☐ Step 4: Team Member Excusal (when applicable)

IDEA 2004 states that a member of the IEP team is not required to attend an IEP meeting, in whole or in part, if: a) The parent of a child with a disability and the district agree, due to the fact that the member's area of the curriculum or related services is not being modified or discussed or b) The member submits, in writing to the parents and the team, his or her input into the development of the IEP prior to the meeting. c) The parent's agreement must be in writing; Use the Agreement Regarding IEP Team Member Attendance found in SpEd Forms.

Excusal Form Completion Date: _____ Filed on: _____

☐ Step 5: Evaluation Results/IEP Meeting Held and IEP Developed. Final draft of ER and IEP must be completed (written and sent to the parent) within 10 school days after the IEP meeting.

Date of Meeting: _____ Filed on: _____

☐ Step 6: Prior Written Notice (PWN)

Send or provide parents a copy of IEP and Prior Written Notice/Parent Consent. File in student's special education folder.

Date on PWN: _____ Filed on: _____

☐ Step 7: Parent Consent/Objection Form

Written permission received. Must obtain parent's written permission before new or updated services can begin.

Signature Date: _____ 14 Day Rule: _____ Filed on: _____

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