

RE-EVALUATION FLOW CHART

(revised 7/11)

When to go through this process: If the child's eligibility will "expire" within 65 business days or has expired (unless a confirmed release/discharge date is documented well before such expiration)

Invite the parent and LEA to an IEP meeting using **IEP1** and Meeting Response Form (**MRF**). The teacher input form (**TIF**) may be used to solicit teacher input prior to the meeting.

Convene the IEP team and complete the Prior Written Notice and Parent Permission Form (**SBT4**) as noted below.

Option 1: Record Review Only

Option 2: No record review or further assessment needed

Option 3: Further Assessment Needed

On page 2 of **SBT4**, check the option that states "No additional data needed. This record review..." On page 3, obtain written consent and the correct number of signatures. Then, review the child's record. With this option, the team may not find a child ineligible or change his or her label. If the parent did not attend, document three attempts of obtain consent. If the parent fails to respond the re-evaluation may proceed as if consent was given.

On the bottom of page 2 of **SBT4**, mark the last box and you must obtain a parent signature as well as the signature of the educational administrator for your SOP. The date of such signature becomes the date of the updated eligibility. A new IEP is not needed until its expiration date unless a member of the IEP team requests a meeting sooner. Copies of **IEP1**, **MRF**, and **SBT4** are given to the parent and LEA and a copy is kept in the student's record.

On page 2 of **SBT4**, the team should indicate the needed evaluations. Parent consent and signatures from team members must be documented on page 3. The parent and LEA are given copies of **IEP1**, **MRF**, and **SBT4**. If the parent did not attend, document three attempts of obtain consent. If the parent fails to respond, the re-evaluation may proceed as if consent was given.

Within 30 calendar days, the IEP team shall develop a new annual IEP.

All evaluations shall be completed and reviewed at an eligibility meeting within 65 business days following the date that the evaluation referral was made. Evaluation reports must be made available to the parent at least two business days prior to the eligibility meeting. The LEA shall also be sent copies of all evaluation reports unless that report is otherwise protected (hospital or juvenile justice records). The parent shall be invited to the meeting using **ELIG1** and a meeting response form (**MRF**). Minutes from the meeting shall be documented on **ELIG2**. The parent and the LEA shall be given/sent a copy of **ELIG2**. If the parent did not attend, the parent shall also be sent letter **ELIG3** and a copy of that letter shall be sent to the LEA. Optional: Eligibility Worksheets (**EW1-EW13**) are provided to assist in eligibility determination. *Note: If the student withdraws from the SOP before the eligibility group is convened, **notify the LEA in writing** (keep documentation) and send copies of any completed evaluations, with a copy sent to the parent and a copy placed in the student's record.*

INELIGIBLE

If the student is found ineligible, special education services are terminated only once parents have noted their agreement in writing on form **ELIG2**. If the parent notes disagreement with the decision or fails to respond, the child continues to be eligible and a new IEP must be developed when the active one expires.

ELIGIBLE

If the student continues to be eligible, the IEP team shall convene within 30 calendar days to develop a new annual IEP that reflects the most recent data. If the parent did not attend eligibility and a change in label is proposed, the parent must sign agreement on **ELIG2** before proceeding. If no change in label was recommended, the IEP can be developed after three documented attempts to obtain such agreement.

For all options: Ensure that copies of all documents, reports, and letters are retained in the student's record.

****Note:** If at any time the IEP Team or Eligibility Group refuses an action requested by the parent, a Prior Written Notice form (**PWN**) shall be completed and given to the parent and LEA and placed in the student's record.