REQUESTS FOR RE-EVALUATIONS (Referral Procedures)

***Who Can Request/Who Must Request***

Special education case managers (and/or designee as assigned per building procedures) must make a request for a re-evaluation at least 60 school days prior to the date of the last evaluation. This fulfills the required three-year (triennial) re-evaluation requirement.

Requests for re-evaluations may be made by a parent of a child or by an employee of a State educational agency, another State agency, a local educational agency, or a community service agency.

***Reason Request Can Be Made***

Request must be made to meet the three-year requirement for the purpose of 1) determining if the student has a disability that continues to adversely affect his educational performance AND, 2) determining if the student continues to require special education or related services.

Requests for re-evaluations may also be made for reasons including, but not limited to:

* Student may no longer require special education services but three years has not passed (at least one year have passed)
* Additional disability suspected and/or change in disability may be necessary
* Student is going to turn age 10 and will no longer qualify under the Developmental Delay category
* Additional assessments needed (e.g., functional behavioral assessment; assistive technology evaluation; occupational therapy evaluation; etc.)

***Requests by School Personnel***

Individual school personnel who want to make a request for a re- evaluation must follow the guidelines as established in their school building. This may include referral to their school-based problem-solving team (e.g., Problem Solving Team, Student Assistance Program, or Response to Intervention Team).

Each building/district shall designate the persons to whom a request may be made. All persons in that building/district should be made aware of this designated person in case a request is received.

School personnel are highly encouraged to avoid submitting requests for re-evaluations after April 1st, however, no request shall be disregarded if submitted after that date.

***Requests by Parents or Other Agencies***

Parents or other agencies who are requesting a re-evaluation should be directed to speak to the building designee. Although the parent’s request may be verbal, it is recommended that written request be completed for documentation purposes. School personnel should assist the parent in completion of the written request as needed. Parents should be informed that the request will be considered and the parent will be notified of the school’s decision as to whether an re-evaluation is deemed to be necessary.

***Timeline for Making a Request***

It is highly advised that re-evaluations not occur within one year of the most recent evaluation except for circumstances when additional assessments are needed.

***Timeline for Responding to a Request***

When a request for a re-evaluation is received by a district *either verbally or in writing*, the district has **14 school days** to determine if an evaluation is deemed appropriate and to respond in writing with the district’s decision using the form “Parent/Guardian Notification of Decision Regarding a Request for an Evaluation.” (“School days” are defined as any day in which the district is open for business. School days are not equivalent to attendance days.)

***Process for Responding to a Request***

For the triennial re-evaluation requirement, the IEP team shall convene a “Domain Meeting.” (See Domain Meeting section.) The IEP team must provide written notice to the parent within **10 calendar days** of the domain meeting. At the domain meeting, the team would review the available data, determine what additional data is needed, if any, and then complete the Notification of Decision form.

For other re-evaluation requests, it is recommended that the IEP team convene a Domain Meeting. Although not the recommended practice, the decision, “a re-evaluation is NOT appropriate,” could be made by district representatives with knowledge of the student and the student’s suspected disability (e.g., teacher, principal, and special education teacher and support service personnel). The Notification of Decision form would be completed and provided to the parent within 14 school days. If the team believes that a re-evaluation MAY be appropriate, then the team would give the parent 10-calendar days written notice for the domain meeting to discuss the evaluation request.

***Forms to Be Completed***

 *Parent/Guardian Notification of Decision Regarding a Request for an Evaluation*

The Notification of Decision Regarding a Request for an Evaluation form must state:

1. name and title of the person making the request,

2. the reason(s) why the individual has made the request:

a. to fulfill the three-year re-evaluation requirement, or

b. other purpose to be clearly stated

3. the reasons for the decision of whether the re-evaluation is deemed appropriate or not.

The reasons for the evaluation request should be as specific as possible, including the type of disability suspected, the areas of concern, the type of services believed to be needed, etc.

The date on the Notice would be the date the form was either mailed or handed to the parent.