

**RE-EVALUATION
CASE MANAGEMENT
(ADDITIONAL DATA NEEDED)**

Student: _____ DOB: _____

School: _____ Grade/Teacher: _____

Case Manager: _____ Last Eligibility Date: _____

Date	Verified By		** See Reval Process Steps
_____	_____	1. Give Notice of Committee Meeting	Step # 1
_____	_____	2. Review <i>Existing Data</i> (before & at meeting)	# 2
_____	_____	3. Complete <i>Notice of Committee's Decision for Reevaluation</i> – at meeting	# 3
_____	_____	4. Complete “new” data required	# 4
_____	_____	5. Deliver/Forward required Existing and “new” data/information to the Special Services office	# 5
_____	_____	6. IEP Committee determines Eligibility	# 9
_____	_____	7. Review/Revise IEP	# 10
_____	_____	8. Teacher has copies of Reevaluation documents inserted in the student’s folder. Original documents are filed in the student’s permanent folder housed in Central Office.	
_____	_____	9. MSIS DATA ENTRY	# 11

Triennial timeline met: _____yes _____no

Comments: _____

