

**RE-EVALUATION PROCESS
(Additional Data Needed)
“Long Reval”**

IEP COMMITTEE:

1. **Send ***Notice of Committee Meeting***** (initiates the re-evaluation process)
Complete steps # 2 and # 3 at the Committee meeting

2. **Review *Existing Data***
 - Current IEP (Complete review/revision of back page of IEP)
 - Observations by teachers and related service providers
 - Curriculum Based Assessment (Classworks, STAR, MAP)
 - Previous evaluation data (ATR) and information from parents
 - Functional Behavioral Assessment, if applicable
 - Discipline records
 - Attendance report
 - Report Card/Progress report
 - Medical information
 - Behavioral Intervention Plan(This information must be on file at school)

If **IEP Committee** determines that existing data is **NOT** sufficient to establish the following:

 - A. Present level of performance and educational needs in all problem areas
 - B. Change in disability category
 - C. Continuation of the disability

OR

 - D. Parent requests further testing

3. **Complete *** Notice of IEP Committee’s Decision for Reevaluation-- Additional Testing Requested*****
 - **Obtain** parent’s signature for permission to test.

4. **Complete the following:**
 - Hearing/Vision Screening
 - Teacher Narrative
 - Benchmarks
 - Learning Style Inventory
 - Social Emotional Worksheet
 - Family Data Update
 - Language/Speech observation

5. **Deliver** folder with the *****Existing Data***** listed in # 2 and the following completed **ORIGINAL** documents to the **Exceptional Services Office** for review.
 - Notice of Committee Meeting/Parent Response
 - Notice of IEP Committee’s Decision for Reevaluation (permission to test)
 - RE-EVALUATION REPORT with existing data reviewed
 - Hearing and Vision screening
 - Teacher Narrative
 - Benchmarks
 - Social Emotional Worksheet
 - Learning Style Inventory
 - Family Data Update
 - Language/Speech observation
 - Classworks benchmark assessment with graphs
 - COPY of current IEP

6. Upon notice from Exceptional Services staff: **Send NOTICE for ELIGIBILITY DETERMINATION MEETING**

7. Hold Eligibility meeting – **DETERMINATION OF ELIGIBILITY should be completed.**

8. Complete revised IEP **within 30 days of Eligibility date**
 - **Send NOTICE OF COMMITTEE MEETING** to revise IEP

9. Forward **all** documents to Exceptional Services office for **MSIS DATA ENTRY – New eligibility date and IEP date must be loaded into database. (Send original Eligibility form)**