

Leland School District  
Reevaluation Procedures and Checklist

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

- \_\_\_\_\_ 1. At least 75 days prior to the student's eligibility expiration date, the IEP teacher of record calls the parent regarding screening their child (for vision, hearing, developmental, academic, speech) prior to the MET meeting
- \_\_\_\_\_ 2. IEP teacher of record sends home Permission for Screening form
- \_\_\_\_\_ 3. IEP teacher of record coordinates with Speech Language Pathologist to screen student for hearing and speech, and coordinates vision and developmental, academic, etc. screening with appropriate school personnel
- \_\_\_\_\_ 4. IEP teacher of record sends/mails the following to the parent:
  - MET Invitation for Meeting (get with psychometrist/psychologist to schedule meeting date)
  - Parent Reply Form (purpose – MET)
  - (Make copies of documents sent to parent for file)
- \_\_\_\_\_ 5. IEP teacher of record collects documentation for the MET/IEP meeting: Teacher Narrative, H/V results, any other screening results, current grades, attendance and discipline records, Cumulative Record information, results from district and state tests, IEP with progress monitoring documented for academic and behavioral goals for the latest term, previous eligibility form(s) and evaluation report(s), Developmental History for appropriate age level, Statement of Skills Status form, classroom observation, FBA/BIP if one is part of the IEP, behavior logs, universal screening assessment results (class data and student data) information and reports provided by parent, work samples, interventions in deficit areas (math, reading, language arts, behavior) with documentation if they have occurred, and any other documentation that indicates the student may/may need an evaluation
- \_\_\_\_\_ 6. MET/IEP Reevaluation Meeting occurs and IEP teacher of record and MET Chairperson ensure the following:
  - Give parent Procedural Safeguards and explains them
  - Have available and review all documentation noted above and make determination regarding evaluation
  - Complete MET documentation form and signatures are collected
  - Eligibility Determination Report is completed and signed. Any members who disagree must indicate so and write a letter explaining.
  - Complete Prior Written Notice and gives to parent (check – conduct reevaluation and IEP was reviewed and/or revised)
  - Give parent copies and/or keep copies of all documents for the files
  - Ensure a signed copy of Parent Reply Form is in the file (this is the form mailed requesting written confirmation of parent's attendance)
  - Process is complete if no further assessment is needed. If further assessment is needed, complete Informed Parental Consent Forms Page 1, Page 2 and obtain permission to evaluate if a comprehensive evaluation is recommended. *The evaluation and eligibility must occur before the existing reevaluation date expires*
- \_\_\_\_\_ 7. Psychometrist/Psychologist, Speech Language Pathologist, and other appropriate personnel evaluate student and write report(s) within a reasonable time and at least 7 days prior to eligibility meeting unless the parent waives the 7 days
- \_\_\_\_\_ 8. Psychometrist/Psychologist working in conjunction with the Speech Language Pathologist and other related services personnel consults with IEP teacher of record to schedule MET eligibility meeting
- \_\_\_\_\_ 9. Psychometrist/Psychologist coordinates with IEP teacher of record and sends/mails to parent:
  - Invitation to Eligibility Determination Conference
  - Invitation to IEP Meeting
  - Parent Reply Form (purpose – Eligibility and IEP meeting)
  - Copy of Assessment Report (date of report should be at least 7 days before date of meeting unless the parent waives the 7 days)
- \_\_\_\_\_ 10. Psychometrist/Psychologist emails IEP teacher of record a copy of the assessment report
- \_\_\_\_\_ 11. Eligibility meeting is held and MET Chairperson ensures the following:
  - Invite all necessary school/district personnel to attend the meeting
  - Evaluation report is reviewed and eligibility determination made by committee
  - Eligibility Determination Report completed and signed. Any members who disagree must write a letter explaining.
  - Update IEP with the new eligibility date and evaluation data
  - Complete Prior Written Notice and gives to parent (check – conduct reevaluation and IEP was reviewed and/or revised)
  - Collect signatures and date IEP
  - Give parent copies and/or keep copies of all documents for the files

\_\_\_\_\_ 12. MET Chairperson gives folder to MSIS/data personnel for recording documentation

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