

## SEVIER COUNTY SCHOOLS/DEPARTMENT OF SPECIAL EDUCATION

### REEVALUATION Procedural Guidelines

Preparation for Reevaluation	<p>If information is needed prior to the Reevaluation IEP Team Meeting, at a reasonable time (approximately 30 days) prior to the 3-year reevaluation deadline, a <b><i>Preparation for Reevaluation IEP Team Meeting</i></b> should be sent to the parent/guardian.</p> <p><b><i>A Parent Input for Reevaluation</i></b> form should be sent with a date for return stipulated so that this information will be available at the upcoming meeting.</p>
Notice of IEP Team Meeting	<p>The <b><i>Notice of Re-evaluation IEP Team Meeting/Written Notice of Free Appropriate Public Education</i></b> (FAPE) form, and the <b><i>Rights of Children with Disabilities and Parent Responsibilities</i></b> pamphlet, should be sent to the parent/guardian a reasonable time (<u>at least 10 school days</u>) prior to the meeting. All specialists involved with the student, along with the regular classroom teacher, should be invited to attend. If the student has had a psychological evaluation, the school psychologist should be invited to attend.</p>
Reevaluation IEP Report	<p>The <b><i>Reevaluation Summary Report</i></b> is to be developed <i>prior to and during</i> the Summary meeting. The Case Manager for the student will be responsible for completing Sections I and II and Section IV up to [<i>IEP Review Summary</i>] prior to the meeting. The remainder of the summary report will be completed during the meeting.</p> <p>The Case Manager shall also make sure that all specialists involved in services for the child complete the appropriate data sheet(s) in Section III prior to the meeting. (Use only the appropriate pages from Section III.) The <i>Parent Input</i> and <i>Classroom Teacher Observation</i> forms must be submitted for every triennial reevaluation. Other observations should be used whenever appropriate.</p> <p>If additional assessment is determined to be needed during the meeting, parent permission is obtained and a followup meeting is scheduled to review the test results and determine eligibility.</p> <p>If no further assessment is needed, an <b><i>Eligibility Report</i></b> is completed at the meeting and the IEP is written/revised as needed.</p> <p>NOTE: Consent for a reevaluation need not be obtained <u>if</u> the public agency can demonstrate, through documentation of invitations and/or requests sent to parents by telephone calls, fax and other methods, that reasonable measures were attempted to obtain consent and that the parent failed to respond.</p>
Records Management	<p>Original reevaluation documents generated must be sent to the SpEd Office. If you make copies for your IEP folder, please indicate so that duplicate copies will not be sent to you.</p>