

NORTHLAND LEARNING CENTER

RE-EVALUATION PROCESS

Student Name: _____

Re-Evaluation Due Date: _____

The Individuals With Disabilities Act (IDEA) requires students on IEPs to be re-evaluated every 3 years to consider continued eligibility for special education services and to determine the student's present levels and needs. This process should be initiated 90 days before it is due.

TASK	Date Completed
<u>90 Days Before the Re-Evaluation is Due:</u> Complete all sections of Re-Evaluation Form (Located under Staff Resources/Referral Tab on northlandsped.org).	
Send Re-Evaluation Form to school psychologist (Scan/Email).	
Notify related service providers of re-evaluation (Ask them to enter or send you their pieces of the re-evaluation plan).	
Call parent/guardian to schedule Re-Evaluation Planning Meeting. Complete Notice of Team Meeting Form .	
<u>When school psychologist emails Re-Evaluation Plan:</u> Transfer information into Evaluation/Re-Evaluation Prior Written Notice (PWN) exactly as it appears.	
Finalize and send Evaluation/Re-Evaluation PWN home after all related service provider info is entered.	
<u>When signed Re-Evaluation PWN is returned or 14 Calendar days have passed:</u> Scan and upload Re-Evaluation PWN into SpEd Forms. Notify coordinator/supervisor or school psychologist who is overseeing the re-evaluation.	
Open a new evaluation template in SpEd Forms. Make sure previous Evaluation Report is finalized.	
Inform related service providers and school nurse of Day 20 and Day 30.	
Distribute forms, questionnaires, etc. to teachers and parents. If applicable, return completed forms to school psychologists or related service providers by Day 20.	
Enter information in Evaluation Report by Day 20 and verify related service provider information is entered.	
Notify coordinator/supervisor or school psychologist who is overseeing the re-evaluation when all service provider information and all areas in Evaluation Report are complete.	
Send Evaluation Report home by Day 30.	
Schedule meeting to discuss re-evaluation results and use information from the Evaluation Report to update IEP. Complete and finalize Notice of Team Meeting Form .	
Enter decision on Primary Disability section of Evaluation Report after meeting. Finalize Evaluation Report .	

Day 20: _____ (Date case manager and related service providers must complete and enter information into Evaluation Report)

Day 30: _____ (Date the Evaluation Report must be sent home)

(Updated 7-18-18)