



THE **NEW** RE-EVALUATION PROCESS

Northland Learning Center
Special Education Inservice
August 22, 2018

SCHOOL PSYCHOLOGISTS WILL OVERSEE:

- ▶ All Initial Referrals/Evaluations
- ▶ DD to Categorical (Before ECSE student turns 7)
- ▶ Categorical Changes with Re-Evaluations
- ▶ Potential Exits from Special Education
- ▶ Re-Evaluations where **NEW** formalized testing by School Psychologist is Needed

- ▶ The process for Evaluations and Re-Evaluations the **School Psychologist oversees** will remain the same as in the past.

REMINDERS

FOR EVALS/RE-EVALS THE SCHOOL PSYCHOLOGIST OVERSEES

- ▶ Case managers and related service providers must have information entered into the Evaluation Report by Day 20.
- ▶ All protocols/testing forms must be returned to the School Psychologist by Day 20.

- ▶ School Psychologist will complete the Summary, Needs, Adaptations/Modifications, and Eligibility Criteria.
- ▶ School Psychologist will notify case manager when the Evaluation Report is complete.
- ▶ Case manager must send Evaluation Report home by Day 30.

NEW! School Psychologists will no longer send forms as attachments for Re-Evaluations.

All forms are available in a Google Drive link according to disability category and will need to be printed by case managers.

https://drive.google.com/drive/folders/1SXV2I_E2oHd5w-A5xdeSHvbA801eplzr?usp=sharing

COORDINATORS and SUPERVISORS WILL OVERSEE:

- ▶ Re-Evaluations where no new formalized testing is needed by school psychologists.
- ▶ Re-Evaluations where the Achievement Assessor completes a Woodcock-Johnson Achievement Test but no new formalized testing is needed by school psychologists.



CASE MANAGERS WILL:

- ▶ Complete all sections of Evaluation Reports for Initial and Re-Evaluations indicated on Evaluation Consent.
- ▶ **NEW!** After school psychologist has determined no new formalized testing is needed for a Re-Evaluation, communicate with your coordinator/supervisor if you have questions.
- ▶ **NEW!** For Re-Evaluations: Complete all sections of the Evaluation Report including Summary, Needs, Accommodations/Modifications, and Eligibility Criteria.

WHAT
STEPS DO I
FOLLOW?



1. CASE MANAGER will complete the Re-Evaluation Form on the NLC website 90 days before the re-evaluation is due.

Types of Referral Forms:

- ▶ DD to Categorical
- ▶ Initial
- ▶ Out-of-State
- ▶ Re-Evaluation



Northland Learning Center

Northland Learning Center
1201 13th Ave. South Virginia, MN 55792
(P) (218)-741-9201
(F) 218-741-5384

[HOME](#)[STAFF DIRECTORY](#)[PARTICIPATING DISTRICTS](#)[STAFF RESOURCES](#)[PARENT RESOURCES](#)[EMPLOYMENT](#)[ALC](#)[CONTACT US](#)[CALENDAR](#)

- Resources >
- Human Resources
- Office Forms, Resources, and Information >
- Memos, Videos, and Clarifications
- NLC Trainings
- In-Service Resources
- Pre-Referral Interventions
- Special Education Resources >
- Mileage
- Referral Forms
- Paraprofessional Resources
- ELL
- Additional Resources



DISTRICT QUICKLINKS

[Directory](#)

DISTRICT NEWS

[more news](#)

DISTRICT EVENTS

[August 2018](#)



Northland Learning Center

Northland Learning Center
1201 13th Ave. South Virginia, MN 55792
(P) (218)-741-9201
(F) 218-741-5384

[HOME](#)[STAFF DIRECTORY](#)[PARTICIPATING DISTRICTS](#)[STAFF RESOURCES](#)[PARENT RESOURCES](#)[EMPLOYMENT](#)[ALC](#)[CONTACT US](#)[CALENDAR](#)

DISTRICT QUICKLINKS

[Referral Forms](#)[> Referral Forms](#)[Developmental Delay to Categorical Special Education Referral](#)[Initial Special Education Referral](#)[Initial Special Education Referral Cover Page](#)[Out of State Referral](#)[Re-Evaluation Special Education Referral](#)[Login](#) | [Search](#) | [Sitemap](#) | [Contact](#)

Northland Learning Center
1201 13th Ave. South Virginia, MN 55792
(P) (218)-741-9201 , (F) 218-741-5384



Northland Learning Center Copyright © 2016.
Site Powered by rSchoolToday - School Web Sites

2. NEW! CASE MANAGER will scan/email the Re-Evaluation form to your school psychologist(s).

3. School psychologist will email the case manager with the Evaluation Plan and will indicate who will be overseeing the Re-Evaluation process.

- ▶ If new formalized testing is needed by the school psychologist, your school psychologist will oversee it.
- ▶ If formalized testing is not needed by the school psychologist, your coordinator/supervisor will oversee it.



4. Case manager will follow the steps on the **Re-Evaluation Process Checklist** (Refer to Form).

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
90 Days Before the Re-Evaluation is Due: 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.	

When signed Re-Evaluation PWN is returned or 14 Calendar days have passed: 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 <u>re-evaluation</u> 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)

Forms and presentations from today's inservice are on the NLC website:

www.northlandsped.org



Staff Resources



NLC Trainings



August 2018 Inservice