**Re-evaluation – start this process *3 months* before the evaluation is due.**

[ ]  Referral

[ ]  Referring IEP manager completes ***NSEC Special Education Re-evaluation Referral Form***

(found [at http://northlandsped.org/wp-content/uploads/2014/10/NSEC-Re-Eval-Referral-Form.docx](http://northlandsped.org/wp-content/uploads/2014/10/NSEC-Re-Eval-Referral-Form.docx))

[ ]  send a copy of the completed referral form to NSEC psychologists (psychologist’s fax: 218-471-1055 or 1201 13th Ave. S., Virginia, MN 55792)

 [ ]  psychologists will determine whether to review data or do new testing

[ ]  Let the other service providers on your team know that you are starting to plan for the re-

evaluation

[ ]  Be sure the previous Evaluation/Re-evaluation Plan Prior Written Notice is in history so the working copy is ready to be changed.

[ ]  Complete a ***Notice of Team Meeting*** to discuss the development of a re-evaluation plan (found in SpEd Forms under the sections of “Referral and Evaluation” or “Service Plan” on the Forms menu). The team needs to discuss the plan with parent – this is a required part of due process. **\*\*FINALIZE\*\***

[ ]  ***Evaluation/Re-evaluation Plan Prior Written Notice***

 (found within SpEd Forms: under the “Referral and Evaluation” section of the Forms menu)

[ ]  Complete prior written notice section and edit materials, procedures and evaluators grid with information from school psychologist and other service providers. **Make sure it is accurate!**

[ ]  each area of assessment should be on separate lines with one evaluator to each area

[ ]  do not use evaluator names -use (school psychologist, special education teacher, etc)

[ ]  Send a copy of the ***Evaluation/Re-evaluation Plan Prior Written Notice*** to the parents/guardians *(keep a copy for the student’s green file).* The date on the Prior Written Notice should be the date it is sent home. **\*\*FINALIZE\*\***

[ ]  Begin assessments after receiving signed ***Evaluation/Re-evaluation Plan Prior Written Notice*** or after 14 calendar days has passed, whichever is first*(starts 30 school day timeline)*

[ ]  fill in the date received by the district and evaluation completion due boxes on the bottom of the page (also fill them in within SpEd Forms)

[ ]  email and notify along with send a copy of the ***Evaluation/Re-evaluation Plan Prior Written Notice*** with the parent signature or the date showing 14 calendar days have gone by to NSEC psychologist and/or other service providers (psychologist’s fax: 218-471-1055 or 1201 13th Ave. S., Virginia, MN 55792). That way they know the 30-day clock has started.

[ ]  Psychologists will email the teacher to confirm they got the ***Evaluation/Re-evaluation Plan Prior Written Notice*** *(if you hear nothing within 2 to 3 days, re-initiate contact)*

[ ]  email other service providers the timeline has begun and they will confirm with you they got the notice. *(if you hear nothing within 2 to 3 days, re-initiate contact)*

[ ]  place the signed ***Evaluation/Re-evaluation Plan Prior Written Notice*** in the student’s green file or the unsigned ***Evaluation/Re-evaluation Plan Prior Written Notice*** with a note documenting the passage of 14 calendar days

[ ]  be sure current ER is finalized by checking in the “history” YOU MUST FINALIZE THE OLD EVALUATION BEFORE CHOOSING A NEW TEMPLATE!!

[ ]  choose a new, appropriate SpEd Forms ER template and insert the date this new evaluation is due. *(this should be 30 school days confirmed with the school psychologist)*

[ ]  Write a comprehensive ***Evaluation Report*** with all assessment information within 30 school days of parent signature or from the passage of 14 calendar days.

* All team members contributing information to the evaluation report need to have their information in the evaluation report in SpEd Forms by the 20th school day of the evaluation/re-evaluation timeline.
* Psychologists will add their report to the SpEd Forms evaluation template and will continue to put their report under “Form Letters” in SpEd Forms.
* The psychologists will email the teacher a confirmation they are done with the evaluation report.

[ ]  Evaluation Report must be to the parents within the 30 school days - **FINALIZE** the ER

[ ]  Complete a ***Notice of Team Meeting*** to discuss evaluation results and amend or develop an IEP *(if the student continues to qualify)* in SpEd Forms and send to team members and place a copy within the student’s green file **\*\*FINALIZE\*\***

[ ]  Develop or amend an IEP that reflects updated information, including needs from new evaluation *(see IEP Due Process Checklist)*