**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)*