



# Reevaluation Procedure Checklist

1. The Special Education Department Chair has personally reviewed the current classification and other relevant documentation in the file, and has assured it is consistent with GoalView, PowerSchool, and other record keeping options?  
 Yes Continue with the reevaluation process  
 No Take immediate action to correct discrepancies, inconsistencies, inaccurate records, etc., before proceeding with the reevaluation process
2. The Special Education Department Chair has contacted the schools Multidisciplinary Team, including the parent/guardian, and has reviewed the reevaluation requirements, including due dates, for the student's current classification?  
 Yes Consult, if necessary, with the School Psychologist to share additional information  
 No Contact the Multidisciplinary Team, parent/guardian, and others about the upcoming reevaluation
3. The Reevaluation has been completed within 3 years of the prior evaluation?  
 Yes Proceed with the reevaluation process  
 No Thoroughly document, if possible, why the reevaluation was not completed within the 3 years' time requirement, and continue with the reevaluation process
4. The Special Education Department Chair and the Multidisciplinary Team have thoroughly gathered and reviewed any educationally relevant existing data and determined if there is sufficient data to determine if the student continues to remain eligible in the same disability classification as indicated in the previous evaluation? If applicable, the multidisciplinary team should additionally consider data and input from related services such as SLP, OT, PT, etc?  
 Yes Gather and document all educationally relevant data used during the review of data, and document that this information is sufficient to continue with an eligibility determination meeting  
 No If data is not sufficient, complete a "Data Review for Initial or Re-Evaluation" form in GoalView, detail or outline a testing plan or additional data that is necessary for the reevaluation to continue, and create a Consent for Evaluation form, in necessary, to be signed by the parent/guardian. After receiving the signed consent, the team can begin to gather and document educationally relevant data so there is sufficient data to continue with the reevaluation process and eligibility determination
5. The "Procedural Safeguards" booklet has been provided to the parent/guardian?  
 Yes Continue with the reevaluation process  
 No Send a copy of the Procedural Safeguards home to the parent/guardian
6. Has the parent requested additional evaluation/assessment on the "Data Review for Initial or Re-Evaluation" form?  
 Yes Consider the parent request. Encourage Multidisciplinary Team collaboration, including the parent/guardian, regarding the request, its relevancy, and necessity for obtaining additional information  
 No Continue with the eligibility determination meeting
7. An Evaluation Summary Report has been completed in GoalView?  
{Or another alternative reporting method approved for ChildFind/Home School/Private school/ etc. settings}  
 Yes Review the included data for accuracy  
 No Include supporting and educationally relevant reevaluation documentation in GoalView
8. Schedule a Reevaluation Determination Meeting, send Prior Notice documents to the parent/guardian and notify Multidisciplinary Team members.
9. Does the Multidisciplinary Team find the student meets the eligibility requirements for a disability classification?  
 Yes Complete applicable Eligibility Form(s) completely, with attached data supporting the Multidisciplinary Team's decision for continuing **eligibility**.  
 No Complete applicable Eligibility Form(s) completely, send Prior Written Notice to the parent/guardian, convene a change of placement meeting, and discuss reevaluation results with the parent/guardian and the Teams decision for **ineligibility**, and that the student **does not qualify for SPED services**.
10. Provide a copy of the Evaluation Summary Report, and related documents, to the parent/guardian.
11. If the student is found eligible for continuing Special Education Services, proceed with updating and revisiting the Individualized Education Plan (IEP).