

Three-Year Reevaluation Checklist

The following timeline and activities are recommended to ensure active parent participation, collection of adequate data, and meeting federally mandated timelines.

60 Days Prior to Due Date (of Reevaluation or Annual, whichever comes first)

- Determine if the team wants to recommend to parents a reevaluation is unnecessary
- Contact parent(s) to discuss what's going well and if there are any concerns
 - Confirm if they are using, or have questions about, [Family Portal](#)
- If a reevaluation is needed, review existing data independently or with team
- Determine if there are new/additional areas of concern
- Determine if existing data is adequate
- Create Notice/Consent/Agreement form and provide to parent
 - If Additional Testing/Data needed, send Consent to parent(s) to sign and return. Upload to ACHIEVE.
 - If reevaluating, but not conducting additional assessments, send Notice to parent(s).
 - Ensure parents understand right to request additional data/testing
 - If parent(s) and school agree a reevaluation is not needed, send the Notice of Agreement.

30 Days Prior to Due Date (of Reevaluation or Annual, whichever comes first)

- Consider contacting parent(s) to schedule meeting
- Invite all IEP Team Members to meeting once confirmed with parent(s)
- Begin entering data into report
 - Ensure the report will have Review, Interview, Observe, and Test (if received Consent) data to determine student's eligibility and special education needs, their present levels of performance, and if any changes are needed to their programming.

10-2 Days Prior to Meeting Date

- Send Meeting Notice to parent(s) (10 days)
- Review Reevaluation Document to ensure accuracy and adequacy
- Send Draft report to parent(s) and team members (2-5 days)

At the Meeting

- Provide parent(s) with copy of the draft report
 - Confirm phone numbers and emails are correct
 - Provide [infosheet](#) about [Family Portal](#) (if parents are not using)
 - Review procedural safeguards
- Explain reason for meeting
- Review Reevaluation Report
 - Review data, which should include
 - Background information and input from parents
 - Observations
 - Assessments (classroom, state, and/or local)
 - Progress monitoring
 - Any other required or additional data needed to determine disability (progress and performance) and educational needs.
 - Review Exclusionary Factors
- Determine Eligibility and Needs
 - Document decision in Eligibility Determination section of Reevaluation
- If student remains eligible:
 - Review the Draft IEP, follow Annual IEP process
- If student is no longer eligible, see After the Meeting

After the Meeting

- Complete PWN summarizing outcomes of the Eligibility and Needs decision(s)
 - This should be connected to the Reevaluation
 - If the student is no longer eligible, the date the “action will be implemented on” should ensure time for parent(s) to respond to the decision.
- Finalize the Reevaluation
 - Ensure updates were made based on feedback from meeting
 - Ensure there is no missing data and all data is correct
- Send finalized report and PWN to parent(s) in a timely manner
 - If student is no longer eligible, complete and send the Exit Form after the PWN implementation date.