



QUICK GUIDE: REEVALUATION



THE REEVALUATION PROCESS

Teams must conduct a reevaluation of each student *at least* every three (3) years. Reevaluation consideration is the process of working together as a team to determine whether an eligibility determination can be made with existing information or if the team requires additional information and/or assessments. Using the *Special Education Reevaluation Consideration* form, teams can consider existing evidence to help guide this decision.

TEAM CONSIDERATIONS

Our team, including the parent, reviewed all existing information and determined that new assessments are **not** needed to make an eligibility decision.

Do we need to obtain *Consent for Assessment* to proceed?

No.

Teams do not need written consent to use existing information. However, *Written Notice* of this decision must be given to the parent. The *Written Notice* should also inform the parent of the right to request assessments.

Idaho Special Education Manual, Ch. 1, Section 8-G

Our team determined that new assessments are not needed to make an eligibility decision and *Written Notice* has been given to the parent.

Are we required to complete an *Eligibility Report*?

Yes.

The team should prepare an *Eligibility Report*. All existing information should be reported in the “Background Information” section of the report. The information to be reported includes the evidence needed to demonstrate how the student met the criteria for the eligibility category, current progress monitoring data on IEP goals and any other existing information that the team will use to determine whether the student continues to be eligible. The team will also document the summary of evidence, including the adverse effect and need for specially designed instruction.

Our team determined that new assessments are needed to make an eligibility decision.

Do we have 60 days from the date that *Consent for Assessment* was received to make an eligibility decision for a reevaluation?

Not necessarily.

The “due date” for reevaluation is the 3-year eligibility date. A student *must* be reevaluated *at least* every three years and eligibility must be determined by the 3-year “due date.” Teams should obtain *Consent for Assessment* approximately 60 days prior to this date after reviewing the existing information as a team. This will allow all team members enough time to conduct identified assessments and determine eligibility by the 3-year eligibility “due date.”

Our team requested consent for new assessments, but parents denied consent for the new assessments.

How do we proceed?

The team can proceed with the evaluation using only existing information.

Since parents did not provide consent for the new assessments, the team cannot conduct those assessments. The team should complete an *Eligibility Report* and determine whether the student continues to be eligible based on existing information.