



The Re-Evaluation Process

Re-Evaluation Process

Laboratory Charter School must issue the Prior Written Notice for a Re-evaluation form to the parent to inform them that a re-evaluation is going to occur. This form does not need to be returned to the LAB. For all students (including those with intellectual disabilities), re-evaluation begins with a review of existing data by the individualized education program (IEP) team, including the parent and a school psychologist when re-evaluating for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairment, specific learning disability, or traumatic brain injury. This review does not require permission from the parent nor is a meeting required. However, the parent must be included in the review.

The data review is documented in the section titled SUMMARIZE INFORMATION REVIEWED of the Re-evaluation Report (RR). Next, the IEP team determines whether there is a need for additional data.

If the IEP team determines that no additional data are needed:

- The appropriate box on the RR is checked and the reason(s) written on the RR. Findings(based upon existing data) are summarized and conclusions regarding eligibility are made.
- A copy of the RR is given to the parent and the RR becomes part of the student's educational record. Please note, if additional data are not needed, the *Request for Cosent for a Re-evaluation* form is not needed, and therefore is not part of the student's educational record.
- The student's IEP must be reviewed and revised within 30 calendar days of the completion of the RR.
- Re-evaluation is not required for another 2 years for the students with intellectual disabilities or for another 3 years for all other students with disabilities

If the IEP teams determine that additional data are needed:

- The appropriate box on the RR is checked.
- The School Psychologist issues the Request for Consent for a Re-evaluation form (Permission to Re-evaluate). The LEA must indicate the re-evaluation and the specific types of assessment tools, tests, and procedures that will be used. The Request for Consent for a Re-evaluation (Permission to Re-evaluate) form is part of the student's educational record.

- The re-evaluation still must be completed and presented to the parents within 60 calendar days (not including summer days) of parental consent and by the anniversary date of the previous Evaluation/Re-evaluation Report.
- After the additional data are collected and analyzed, the findings and interpretation of the additional data are written into the RR. Conclusions regarding eligibility are made.
- A copy of the RR must be given to the parent at least 10 school days prior to the meeting of the IEP team. The RR becomes part of the student's educational record.
- The student's IEP must be reviewed and revised within 30 calendar days of the Date of Report on the RR. During the RR process, the IEP must not lapse.
- Re-evaluation is not required for another 2 years for students with intellectual disabilities or for another 3 years for all other students with disabilities.

Waiving a Re-evaluation

If the local educational agency (LEA) recommends that a re-evaluation is not necessary, the form titled Agreement to Waive Re-evaluation must be provided to the parent. The LEA must indicate on the form why and or/how it has made this determination. The parent has the option to agree to waive the re-evaluation or proceed with the re-evaluation. A waiver of re-evaluation written parental consent.

If the parent agrees to waive reevaluation:

- No Re-evaluation•Report (RP) is written.
- No Prior Written Notice for a Reevaluation is issued.
- The signed Agreement to Waive Reevaluation is included in the student's educational record.
- A reevaluation is not required for 3 years from the date of the parent signature on the Agreement to Waive Reevaluation.
- There is no requirement to revise the Individualized Education Program (IEP) as part of this process unless the IEP is due for its annual review.
- The Agreement to Waive Reevaluation must be dated and received before the anniversary date of the Evaluation/Reevaluation Report.
- There is no waiver for a student with an Intellectual Disability

What Steps Must be Completed?

Parent requests reevaluation

1. If the LAB agrees to conduct a reevaluation, the IEP team issues the Prior Written Notice for a Reevaluation before reviewing existing data. If additional data is needed, send the Request for Consent for a Reevaluation form to the parent within a reasonable time of the receipt of the parental requests (no more than 10 days from parental request).
2. If the LEA does not agree to conduct a reevaluation, send the Notice of Recommended Educational Placement(NOREP)/Prior Written Notice (PWN) to the parent within a reasonable time (3 days) of receipt of the parental request.

LAB proposes reevaluation process and team determines additional data are needed

1. To initiate the RR process, the school psychologist will issue the Prior Written Notice for Reevaluation form to the parent/guardian via email. The IEP case manager or Supervisor will follow up to ensure that the permission has been obtained within **3 days of issuance**.
2. This must be completed within the **2- or 3-year timeline**.
3. The completed RR is sent to the parent **within 60 calendar days of the signed permission to re-evaluate and included in the student's educational record. The Psychologist reviews the findings with the family and informs the IEP case manager that the report has been finalized. The psychologist includes the 30 day date in which an IEP meeting should be scheduled in an email to the IEP case manager.**
4. A newly revised IEP is developed **within 30 calendar days** of the Date of Report on the Permission to re-evaluate.
5. An IEP meeting is scheduled and held (See Procedures for IEP Process). A finalized copy of the IEP is sent to the parent, as well as included in the student's educational record.

LAB proposes reevaluation process and team determines no additional data are needed

1. To initiate the RR process, issue the Prior Written Notice for Reevaluation form.
2. If it is determined that no additional data are needed, complete the RR and send a copy of the completed RR to the parent.
3. A newly revised IEP is developed within 30 calendar days of the Date of Report on the RR. A copy of the IEP is sent to the parent and is included in the student's educational record.

LEA and Parent agree to waive reevaluation process

1. A signed Agreement to Waive Reevaluation form is included in the student's educational record. The signed agreement is uploaded in IEPwriter.