Checklist for Re-evaluation Meeting

PRIOR TO MEETING

- Review re-evaluation packet that your school psychologist has provided for you. Make sure that you review highlighted areas and clear up any questions with your school psychologist.
- Make sure all progress monitoring forms are completed.
- Complete Brigance, Key Math, or Woodcock Reading to document present levels of performance if a new IEP is to be written.
- If you are aware that the student will need any testing, meet and obtain permission early so that the testing can be completed and reviewed during the re-evaluation meeting.
- Schedule the re-evaluation meeting along with the IEP meeting if at all possible to avoid extra meetings. After talking with the parent and establishing a meeting date, print out an invitation to the meeting using Easy IEP. Send a copy to the parent and all team members. This must be done at least ten days prior to the meeting date.
- If any testing has been completed, invite your school psychologist to the meeting to review results.
- If needed, write a “draft” IEP or IEP addendum. (Follow checklist for annual IEP Meeting-3rd item under Prior to Meeting)

MEETING

- Introduce all team members. Parents must be present for any change of placement or eligibility.
- Offer a Procedural Safeguard Handbook and ask if review is necessary. These must be offered, but a handbook and review of right is only required once a year.
- School psychologist should review any new testing. Complete assessment documentation, and a new eligibility. Sign all documents.
- If needed, review or revise IEP or an IEP Addendum. (Follow Annual IEP Checklist).
- If there are any changes in programming or placement, complete a prior written notice in Easy IEP.
- Give parents a “final” copy of eligibility, IEP or IEP Addendum (if completed), and a copy of prior written notice (if applicable).
- Prepare the following to be sent to Central Office: copy of completed re-evaluation packet (including signed copies), new eligibility, targeted pages of an IEP or IEP addendum (if completed), and census form. Select documents will be uploaded into EasyIEP.