

**RE-EVALUATION  
CASE MANAGEMENT  
(ADDITIONAL DATA NEEDED)**

Student: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Last Eligibility Date: \_\_\_\_\_

<b>Date</b>	<b>Verified By</b>		<b>** See Reval Process Steps</b>
_____	_____	<b>1. Give Notice of Committee Meeting</b>	Step # 1
_____	_____	<b>2. Review <i>Existing Data</i> (before &amp; at meeting)</b>	# 2
_____	_____	<b>3. Complete <i>Notice of Committee's Decision for Reevaluation</i> – at meeting</b>	# 3
_____	_____	<b>4. Complete “new” data required</b>	# 4
_____	_____	<b>5. Deliver/Forward required Existing and “new” data/information to the Special Services office</b>	# 5
_____	_____	<b>6. IEP Committee determines Eligibility</b>	# 9
_____	_____	<b>7. Review/Revise IEP</b>	# 10
_____	_____	<b>8. Teacher has copies of Reevaluation documents inserted in the student’s folder. Original documents are filed in the student’s permanent folder housed in Central Office.</b>	
_____	_____	<b>9. MSIS DATA ENTRY</b>	# 11

Triennial timeline met: \_\_\_\_\_yes \_\_\_\_\_no

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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