

**RE-EVALUATION PROCESS**  
**(Additional Data Needed)**  
**“Long Reval”**

**IEP COMMITTEE:**

1. **Send *\*\*Notice of Committee Meeting\*\**** (initiates the re-evaluation process)  
Complete steps # 2 and # 3 at the Committee meeting
  
2. **Review Existing Data**
  - \_\_\_ Current IEP (Complete review/revision of back page of IEP)
  - \_\_\_ Observations by teachers and related service providers
  - \_\_\_ Curriculum Based Assessment (Classworks, STAR, MAP)
  - \_\_\_ Previous evaluation data (ATR) and information from parents
  - \_\_\_ Functional Behavioral Assessment, if applicable
  - \_\_\_ Discipline records
  - \_\_\_ Attendance report
  - \_\_\_ Report Card/Progress report
  - \_\_\_ Medical information
  - \_\_\_ Behavioral Intervention Plan  
(This information must be on file at school)

If **IEP Committee** determines that existing data is **NOT** sufficient to establish the following:

  - A. Present level of performance and educational needs in all problem areas
  - B. Change in disability category
  - C. Continuation of the disability
  - OR**
  - D. Parent requests further testing
  
3. **Complete *\*\* Notice of IEP Committee’s Decision for Reevaluation-- Additional Testing Requested\*\****
  - **Obtain** parent’s signature for permission to test.
  
4. **Complete the following:**
  - \_\_\_ Hearing/Vision Screening
  - \_\_\_ Teacher Narrative
  - \_\_\_ Benchmarks
  - \_\_\_ Learning Style Inventory
  - \_\_\_ Social Emotional Worksheet
  - \_\_\_ Family Data Update
  - \_\_\_ Language/Speech observation
  
5. **Deliver** folder with the ***\*\*Existing Data\*\**** listed in # 2 and the following completed **ORIGINAL** documents to the **Exceptional Services Office** for review.
  - \_\_\_ Notice of Committee Meeting/Parent Response
  - \_\_\_ Notice of IEP Committee’s Decision for Reevaluation (permission to test)
  - \_\_\_ RE-EVALUATION REPORT with existing data reviewed
  - \_\_\_ Hearing and Vision screening
  - \_\_\_ Teacher Narrative
  - \_\_\_ Benchmarks
  - \_\_\_ Social Emotional Worksheet
  - \_\_\_ Learning Style Inventory
  - \_\_\_ Family Data Update
  - \_\_\_ Language/Speech observation
  - \_\_\_ Classworks benchmark assessment with graphs
  - \_\_\_ COPY of current IEP
  
6. Upon notice from Exceptional Services staff: **Send NOTICE for ELIGIBILITY DETERMINATION MEETING**
  
7. Hold Eligibility meeting – **DETERMINATION OF ELIGIBILITY should be completed.**
  
8. Complete revised IEP **within 30 days of Eligibility date**
  - **Send NOTICE OF COMMITTEE MEETING** to revise IEP
  
9. Forward **all** documents to Exceptional Services office for **MSIS DATA ENTRY – New eligibility date and IEP date must be loaded into database. (Send original Eligibility form)**