

3-Year Re-Evaluation Procedures

(No Additional Assessment)

- **Step 1: Send home Notices** (*Email calendar requests to all impacted parties*)
 - *Meeting Invitation*
 - *Prior Written Notice (Parent Signature Required)*
- **Step 2: Collect existing data prior to the meeting**
 - *Attendance Report*
 - *Current Progress of IEP goals and objectives*
 - *Discipline Report*
 - *STAR data*
 - *Report Card and/or Progress Reports*
 - *Medical Records*
 - *Hearing and Vision Screening Report*
 - *Speech/Language Report (if applicable)*
 - *Work Samples*
 - *Parental Input*
 - *Classroom Observation Form (SLD students ONLY)*
 - *Complete Teacher Narrative (exclude characteristics pages)*
 - *Other pertinent reports: _____*
- **Step 3: During the meeting, complete the following:**
 - *Review results of all existing data*
 - *Developmental History (Ages 10-21)*
 - *Physical Observation (SCD students and/or students with medical needs)*
 - *Informed Parental Consent (Parent Signature Required)*
 - *MET Documentation Form (Signatures of all committee members required)*
 - **NOTE: Psychologist must sign off on all EMD students**
 - *Eligibility Determination Report (Signatures of all committee members required)*
 - *Eligibility Determination Checklist (only the checklist for eligible disability category (ies))*
 - *Educational Benefit Checklist: 3 Year Review*
 - *IEP Amendment Form (Parent Signature Required): SPED Track*
 - *Updated IEP Participants Page: SPED Track, page 1 (Parent Signature, if applicable)* **NOTE: Eligibility Date should be updated**
 - *IEP Minutes: SPED Track Document Library (Signatures of all committee members required)*
 - *Include recommendation regarding eligibility such as "THE IEP/MET team determined that STUDENT continues to meet the MDE criteria for the _____ disability category according to existing data with no further assessments.*
 - *Other recommendations regarding IEP revisions should be included.*
 - *IEP revised pages according to your Summary of Revision indicated on the IEP Amendment Form such as PLAAFP (Impact or Strengths) with updated results from current data reviewed.*
- **Step 4: Submit all completed documents to assigned Case Manager within 48 hours of meeting.**