

Special Education Procedures for Re-Evaluations

Classroom Teacher Responsibilities

1. When evaluations are assigned Skills Based assessments must be completed within one week of assignment. This may be done collaboratively with the resource room teacher.
2. Attend Special Needs Team meeting to discuss test results.

Principal Responsibilities

1. Assign evaluations and observation. Someone other than the classroom teacher must complete the observation. This person could be another teacher, principal, counselor, speech-language pathologist, resource room teacher, etc. Observation forms are available at each site to be used for this process. Information from the observation must be transferred in narrative form and given to the appropriate school psychologist. The observation will then be included in the student's report. This should be done by the staff member assigned to complete the observation. Observations must be completed on all students (this includes in the Enrich and Achieve Classrooms).
2. Notify teachers of Special Needs Team meeting.
3. Bring student files to meeting.
4. Conduct Special Needs Team meeting.

Resource Room and Speech/Language Teachers Responsibilities

1. Bring files of students who require a 3-year re-evaluation to Special Needs Team meeting. Notify principal to add these student's names to the agenda.
2. Complete consent for evaluation, and Evaluation Notification forms for those students needing re-evaluations and bring to the meeting for discussion at least six weeks prior to re-evaluation due date as stated on IEP. Be sure to evaluate all areas. For example: if a personality evaluation was previously completed, and the student qualified in this area or if it continues to be an area of concern, then an update in this area must be completed.

3. Bring completed test results to meeting. This testing should be completed two to four weeks after it is assigned.
4. Upon completion of staffing and discussion of eligibility, the Special Education teacher and/or speech-language pathologist will complete a meeting notice form for parent meeting.

**If a student continues to qualify for services, complete entire IEP and Multi-Disciplinary Team report.

NOTE: When a student is dismissed from special education and or special education and related services, the service provider must complete the front page of the IEP and addendum sheet with signature section. Signatures on the front page of the IEP indicate attendance at the meeting; the signatures on the addendum sheet indicate agreement with the team decision. The addendum sheet must include a justification statement regarding dismissal from services.

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