Special Education Team Responsibilities for Re-Evaluation
Early Childhood

_____schedules Domain Meeting for Re-Evaluation at least 60 school days prior to the due date.

_____sends out Notification of Conference & makes 2 follow-up notices to parent before meeting & documents contacts on Conference Summary Report prior to the Domain Meeting

Domain form is completed by School Psychologist, Speech Therapist, School Social Worker, OT/PT before the meeting

_____ prepares Request for Re- Evaluation, Conference Summary Report, Notification of Decision Regarding a Referral, Excusal form, Waiver of 10-day forms, Procedural Safeguards , and Notification of Conference Reocmmendations

If parent is not present _____ gets parents consent for re-evaluation.

_____initiates introductions and sets the purpose of the meeting. School Psychologist facilitates the meeting and completes forms during the meeting.

_____prints all forms and brings them to the domain meeting.

If team foresees that No Additional Data will be collected for the Re-Evaluation, then Psychologist prepares the Documentation of Evaluation Results and Eligibility Determination forms

If parent is present, and consent is obtained for no additional data, team can move into Eligibility Conference.

If found to be still eligible, _____ either develops new IEP or reviews current IEP. _____ is responsible for ensuring all parts of the IEP are complete.

_____thoroughly reviews Procedural Safeguards with parent at meeting & _____ reviews all forms.

_____copies forms and gives copy to parent: _____ attaches Checklist, uploads the IEP into Embrace, and puts copy in school file