Special Education Team Responsibilities for Re-Evaluation K-12

schedules Domain Meeting for Re-Evaluation at least 60 school days prior to the due date.	If parent is not presentgets parents consent for re-evaluation.	If parent is present, and consent is obtained for no additional data, team can move into Eligibility Conference.
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	School Psychologist facilitates the meeting and School Psychologist/Social Worker completes forms during the meeting.	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.
Domain form is completed by School Psychologist, Speech Therapist, School Social Worker, OT/PT before or during the meeting	prints all forms and brings them tohe domain meetin	thoroughly reviews Procedural Safeguards with parent at meeting &reviews all forms.
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 Recommendations	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	copies forms and gives copy to parent: attaches Checklist, uploads IEP to Embrace, and puts copy in school file