



Non Reevaluation Guidance

There are situations when the district and parent can agree that a reevaluation is unnecessary which would include not writing an Evaluation Report. The team cannot review data as the act of reviewing data constitutes a reevaluation.

A reevaluation is required in certain situations and a non reevaluation is not an option.

Required reevaluation situations include:

1. Categorical evaluation (see DD eval guidance below)
2. Secondary transition evaluation (see secondary transition guidance below)
3. New disability area is being considered
4. New needs have surfaced which weren't identified in the last ER
5. The team is considering exiting the student from all special education services
6. If new data is needed to answer any of the questions below:
 - a. Does the student continue to have a disability?;
 - b. Does the student continue to have a need for special education and related services?;
 - c. Can the team determine the student's present levels of academic achievement and functional performance?;
 - d. Can the team determine additions/modifications needed for student's programming?

If none of the situations in items 1-5 are occurring and the team can answer all questions in item 6 without needing new data, the non reevaluation is an option to present to parents.

Steps in the non reevaluation process

1. Review Items 1-6 at child study. Every service provider must have equal opportunity to identify their response. If 1 service provider needs new assessment data, the team must conduct a re-eval even though many areas will be file review only.
2. If the team determines the non reevaluation is appropriate, contact parent/guardian (or child if 18 and rights have been transferred) and discuss the evaluation:

Your child is due for their 3 year reevaluation soon. As you know, evaluations typically include some testing, checklists and observations. The school team met at child study following our typical procedures and have determined no further testing data is needed in order to continue meeting your child's needs. Do you have any areas of concern? If you do, please tell me more... If not, we can waive the evaluation.
3. If the parent agrees that a reevaluation is not necessary, complete the form called: Notice of Agreement that a 3 Year Reevaluation is Not Needed. The Date Sent and the Date field for when the parent was contacted will be the same date. Send a copy to the parents.



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4. The district must allow parents 14 calendar days to agree/disagree with the Notice.
5. The parent/guardian can disagree with this determination on the Notice of Agreement. If the parent/guardian disagrees, a reevaluation will be completed.
6. Hold an IEP team meeting to update the IEP when due. Remind the team, including parents, about the conversation regarding the Non Reeval a few months back. Since the IEP team is discussing the student's present levels of performance and creating new goals, **the date of the 'Last Evaluation' is the date of the IEP meeting.**
7. Go to the Set Up page and in the field labeled Evaluation Written, enter the date of the IEP meeting as the Evaluation Written Date. This process keeps the date of the ER and the IEP together. The front page of the IEP will pull this date for the Date of Last Comprehensive Evaluation.

Considerations for DD and Secondary Transition Evals

- DD reevaluations for students ages 5 and 6:
 - The team could talk to the parent about doing a non reevaluation if all items in 6 can be answered. The categorical evaluation would be conducted by age 7 to more accurately reflect the student's needs.
 - SpEd Forms identifies students who are nearing their 7th birthday with an orange face to alert the case manager to complete a categorical evaluation.
- Reevaluations for 7th or 8th grade students who need secondary transition evaluations:
 - For students who have a reevaluation due in 7th or 8th grade and there is no other need for completing the reevaluation as listed above, the team could consider doing a non reevaluation and complete the reevaluation including secondary transition evaluation tools by the end of 9th grade instead for the sake of more accurate data.
 - 7th and 8th grade case managers have a responsibility to ensure tracking of due date and assisting with 9th grade evaluations in this scenario to eliminate extra work for the 9th grade case managers.

Link to a Non Reevaluation Flowchart model: [Non Reevaluation Flowchart](#)