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## Consent for Reevaluation

Before a reevaluation can be conducted, the CST must attempt to get consent to evaluate from the parent. Below are the steps that should be taken:

1. Parent is sent an invitation to attend the reevaluation planning meeting (this is the first attempt to get consent.)
2. If the parent does not attend the meeting, the CST calls the parent to try to hold a phone conference - this should be noted in the Contact Log in Easy IEP (this is the second attempt to get consent.)
3. If the parent is not available for a phone conference, the CST meets with the teacher, completes Notice B-0 indicating that they held "A reevaluation meeting and determined additional information is required to determine eligibility" or D-4 indicating that additional data is necessary. This notice, which includes a consent to evaluate, is sent home to the parent (this is the third attempt to get consent.)
4. If there is no response from the parent, then after 15 days the CST can reevaluate the student. (If the parent DOES respond at any point and wants to attend a meeting, then the meeting is rescheduled.)

For speech-only students, the above steps are completed by the Speech-Language Specialist. *For special education students, the **Case Manager** performs the above steps regardless of the type of evaluation that is going to be performed.*

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Special Education Compliance Tutorial  
For Child Study Team Members, Teachers, Parents