

Reevaluation Planning Meeting

Student: _____ ID: _____ Referral Date: _____

Case Manager: _____ Teacher: _____

Note: A reevaluation planning meeting is not used to add additional services such as speech, OT, PT to an existing IEP. To add additional services, hold an Assess/Review/Revise meeting. A reevaluation planning meeting should be held every 3 years when the student is due for a triennial review, or when a change in classification is being considered.

Before the meeting:

✓	When:	Task:	Completed:
	At least 2 weeks before the meeting	Speak with the student's teacher regarding his progress in the classroom – note this in Contact Log.	
	At least 2 weeks before the meeting	Observe the student.	
	At least 2 weeks before the meeting	Upload any documentation regarding the student to the Document Repository (student observation, medical documents, etc).	
	At least 2 weeks before the meeting	Schedule the meeting.	
	At least 2 weeks before the meeting	Create and mail the invitation to the parent. Check the Meeting Participants tool for required participants; send the invitation via email to each of the required participants.	
	At least 1 week before the meeting	Check with the school nurse to see if the student has any medical concerns – Note this in Contact Log.	
	At least 1 week before the meeting	Look at the student's current and previous report cards. Check grades and attendance patterns.	
	At least 1 week before the meeting	Review all information with your team during a Weekly Calibration Meeting.	
	2 days before the mtg	Send an email reminder to the student's teacher.	

At the meeting you should have:

✓	Item:
	Your charged laptop
	A copy of the student's current report card
	Notes from your observation of the student
	Hearing/vision screening

During the meeting:

If the parent does not attend, call the parent. Ask if he/she can participate by phone. Note this in Contact Log. If you cannot reach the parent, hold the meeting.

Introductions: Allow each person present to introduce him/herself.

State the purpose of the meeting.

Start by asking the parent what his/her concerns are. Ask questions about the student's functioning/behavior at home.

Ask the teacher to speak about the student's functioning at school. Review all current interventions and their results. All participants should have the opportunity to ask questions and/or give information about the student.

Take notes on your laptop about the information shared at the meeting.

The team (CST, teachers, and parent) will come to a consensus about whether to evaluate the student. **NOTE:** If you do not evaluate, you must still provide evidence that the student **continues** to have a disability according to N.J.A.C. 6A:14-3.5(c) or 3.6(a).

If evaluations are not warranted, the Reevaluation Eligibility Meeting must be held within 10 business days. (See Reevaluation Eligibility Meeting Guidelines.)

In process tracking:

- Meeting or Agreement Result: Yes
- New Action: Reevaluation Planning
- Determination: (Choose one)
- Action Date: Today's Date
- Include Prior Notice: Yes
- Click "ADD."
- In Prior Written Notice, fill in EACH SECTION using the notes you took on your laptop.
- If evaluations are warranted, in the Nature and Scope section at the bottom, click "Add." List each evaluation that will be completed.
- Click Save & Print

If parent is present, ask parent to give written consent for evaluations to begin.

In process tracking:

- Meeting or Agreement Result - > No
- Consent for Reevaluation Received or Refused
- Date: Today's date
- Click "ADD" then Save.

Give a copy of all paperwork, including the PRISE, to the parent.

If the parent is not present, send a copy of all meeting paperwork, including the PRISE, to the parent. Attempt to contact the parent to discuss the meeting. Note this in Contact Log.

If evaluations are warranted, wait 10 days for a parent response. If the parent does not respond, contact the parent. If the parent still does not respond, after 15 days evaluations can begin. Note that the 60-day timeline begins the day of the meeting.

Ask all participants to sign the Participation Page. If someone participated by phone, write in "Participated by Phone" next to their name. Do not allow anyone who did not participate to sign this page.

After the Meeting:

✓	When:	Task:	Completed:
	Within 1 business day of the meeting	Upload the participation page to the student's document repository.	
	Within 1 business day of the meeting	Upload any additional documentation that you received at the meeting.	
	Within 3 business days of the meeting	Send all original documents to the file room.	
	Within 3 business days of the meeting	Follow up with the parent if he/she was not present.	
	Ongoing	If evaluations are warranted, discuss the status of the evaluation(s) at each Weekly Calibration Meeting.	