

**[SUMMER] Reevaluation Eligibility Meeting**

Student: \_\_\_\_\_ ID: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_

**Before the meeting:**

✓	When:	Task:	Completed:
	14 days before meeting	Gather all completed CST evaluations.	
	14 days before meeting	Ensure that all evaluations are uploaded into the document repository and scores are entered in "Evaluations/Reports" and "Standardized Test Results".	
	12 days before meeting	Ensure that all evaluations have been mailed to parent. (Check with summer teacher, or contact parent.)	
	10 days before meeting	Review the results of the evaluations and compare the information to the Eligibility Checklist.	
	10 days before meeting	If the student is eligible, update the student's IEP. <b>All</b> start dates must be the first day of school, including transportation, related services, etc. Goals and objectives should be updated as appropriate.	
	10 days before meeting	Schedule the Reevaluation Eligibility Meeting. Before scheduling, check the spreadsheet to be sure that the summer teachers are available.	
	10 days before meeting	Create and mail the invitation to the parent. Check the Meeting Participants tool for required participants; if needed, ask the summer teacher to help procure all participants.	
	5 days before the meeting	Check with the Senior Program Manager about possible placements for the student, if a less restrictive placement is being considered.	

**At the meeting you should have:**

✓	Item:
	Your charged laptop
	A copy of each evaluation
	The Eligibility Checklist
	A copy of the draft IEP (if eligible)

**During the meeting:**

- If the parent does not attend, call the parent. Ask if he/she can participate by phone. If you cannot reach the parent, hold the meeting.
  
- Introductions: Allow each person present to introduce him/herself.
  
- State the purpose of the meeting.
  
- Review the results of the evaluations (If evaluations were completed.)
  
- Compare the results of the evaluations to the Eligibility Checklist and state the student's eligibility.
  
- If the student is eligible, consider a less restrictive placement for the student. Discuss the supports the student would need in a less restrictive environment.

In process tracking:

- Meeting or Agreement Result: Yes
- New Action: Reevaluation Eligibility Determination with IEP (eligible) OR Reevaluation eligibility determination (not eligible)
- Determination: (Choose one)
- Action Date: Today's Date
- Click "ADD."
- If the student is not eligible, fill in EACH SECTION in Prior Written Notice.
- Click Save & Print

Review the completed IEP with the parent and teacher. Make any necessary changes or adjustments to the IEP on your laptop. All start dates should be the first day of school, even if the parent waives the 15 day consideration period.

**Finalize the IEP**

Print out the full IEP and 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. If student is eligible, wait 10 days for a parent response, then contact the parent. If the parent still does not respond, the IEP is implemented as written after 15 days.

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 1 business day of the meeting	Send the original, finalized IEP and participation page to the Placement Specialist.	