

Evaluation and Reevaluation Tips

Requesting an Initial Evaluation

- A request for an initial evaluation for special education and related services (an IEP) should always be made **in writing** by you, the parents or guardians.
- The school district has 30-days to respond to your request for an initial evaluation.
- You should receive a written response from the school district to your request for the initial evaluation in the form of a Prior Written Notice (PR-01) which must give detailed information about how the school district came to its decision to evaluate or not evaluate.

Evaluation Planning

- If the school district agrees to evaluate your child, an Evaluation Planning Meeting will be held.
- You are to be members of the evaluation planning team.
- An evaluation for special education must assess your child in **all** areas related to your child's suspected disability. The evaluation planning team will identify the suspected disability(ies), the areas to be assessed, as well as the person(s) that will be conducting the assessment in each area. This information will be recorded on an evaluation planning form.
- It is important to note the type of testing that will be done in each area, whether it is a simple screening or a comprehensive standardized test. A screening may be a checklist and may not provide enough information to determine the need for special education.
- You will be asked to sign the evaluation planning form after it has been completed. You should request and keep a copy of the planning form.
- The school district must obtain your informed, written consent before your child is evaluated.

- The initial evaluation must be completed within 60 days from when your informed consent was obtained.

Evaluation Results

- The evaluation results will be compiled in a report known as the Evaluation Team Report (ETR). The evaluation team is composed of qualified professionals and you, the parents or guardians. The team will review your child's evaluation results.
- The evaluation team will determine:
 - 1) If your child is a child with a disability, and
 - 2) If your child has an educational need requiring specially designed instruction because of the disability.
- If the answers to both questions are yes, the team will make the determination that your child is eligible for special education and related services and qualifies for an IEP.
- After the determination is made that your child qualifies for special education, the IEP must be written within 30 days.
- If the team determines your child **does not qualify** for special education, and you disagree, you have the right to request an Independent Educational Evaluation (IEE) at the school district's expense.
- If you disagree with the school district's evaluation, it is important to indicate on the ETR form that you do not agree. You are not **required** to provide your reason for disagreeing.

Reevaluation

- For a child that is receiving special education, a reevaluation may be done not more than once a year, unless you and school district agree otherwise. A reevaluation must occur **at least once every three years**, unless you and the school district agree that a reevaluation is not necessary.
- You or the school may request that a reevaluation be done more frequently than every three years, if there is a need for additional information or if your child is

diagnosed with a new disability. There is no law that prohibits the school district from conducting an early reevaluation.

- Each time your child is reevaluated, the team determines if your child continues to be a child with a disability. The reevaluation also is used to gain updated information about your child's present levels of performance and to better understand your child's educational needs.
- A reevaluation can be waived if you and the school district are in agreement.
- A record review of existing information may be done instead of a reevaluation.
- Your child's right to a reevaluation only should be waived with extreme caution. If data is needed to determine your child's progress, or to better identify your child's educational needs, the reevaluation should not be waived.



Information provided by Ohio Coalition for the Education of Children with Disabilities, 165 W. Center St., Suite 302, Marion, Ohio 43302; 1-800-374-2806.

Disclaimer: This publication is intended to provide information only, and is not intended as legal advice. You should consult a lawyer if you need legal advice.