

**Reevaluation Procedure Flowchart**

Teacher of record (TOR) meets with school psychologists to discuss annual evaluation needs for students and completes the reevaluation plan.

* Meeting in August/September for first semester conferences.
* Meeting in December/January for second semester conferences (occurring up to September 30 of next school year). If the TOR and psychologist are recommending an evaluation they specifically discuss current/suspected eligibility and the eligibility category and assessment selection in order for the TOR to make accurate recommendations at the case conference committee (CCC) meeting.
* Parent, teacher, psychologist can reconvene the case conference to discuss reevaluation any time as appropriate.

Teacher holds case conference which includes a discussion of the evaluation recommendation made in collaboration with the school psychologist.

Teacher selects appropriate reevaluation choice on *Indiana IEP*, based on the case conference committee (CCC) decision.

There is a need for reevaluation information to:

* Re-establish eligibility for special education and related services.
	+ Due at next annual review date
* Determine that the student is eligible for special education under a different or additional eligibility category.
	+ Due within fifty (50) days.
* Inform the student’s CCC of the student’s special education and related service needs.
	+ Due within fifty (50) days.
* There is no need for reevaluation information

The TOR completes the pre-conference planning section in *Indiana IEP*, creates and prints the notice of reevaluation and obtains signatures. If the assessment selection differs from what was first discussed, the TOR must communicate the changes to the psychologists. The TOR will then send the signed notice and reevaluation plan with the IEP to the Student Services Department.

School psychologist assumes role of evaluation manager:

* Contacts school social worker to obtain reevaluation social history from the parent.
* Assigns and notifies multidisciplinary team members for evaluations as necessary.
* Assures that all multidisciplinary team members complete their evaluations and are added to the assessment record for the student in *Indiana IEP*.
* Completes school psychologist report and collects copies of multidisciplinary reports.
* Contacts the TOR who holds the case conference within the applicable timeline.

The Student Services Department forwards the evaluation reports to the school and sends notification letter informing parents of the completed evaluation.