

Procedures to be followed for Exceptional Education Re-evaluations for Eligibility

1. If the IEP team determines that a comprehensive reevaluation is needed to consider other areas of eligibility, this is documented via the *Re-evaluation Determination Conference* form in the computer-based IEP program. The school psychologist must be part of the team-decision making for a comprehensive reevaluation. This should be documented on the reevaluation checklist form (i.e. date of conversation).
2. The contact person will ascertain that all items on the *Reevaluation Checklist* (in forms section of TCSS Ex Ed website) are complete. Remember that after hearing and vision are cleared, parental consent to evaluate must be signed and dated by the student's parent or guardian. There are instructions for completing this form on the forms section of the TCSS Ex Ed website.
3. If a psychological evaluation is needed, the folder should be sent to the appropriate (elementary or secondary) records clerk at EEC within 7 school days of receipt of the consent form,
4. EEC records clerk will verify that all necessary information is in the folder, will set up the folder and will document the referral on the reevaluation referral log. The records clerk will then give the folder to the psychologist assigned to the student's school.
5. The school psychologist will review the folder and begin the assessment process. The reevaluation is comprehensive so all areas of education must be assessed by the respective member of the team.
6. The results of the comprehensive reevaluation will be documented on the *Eligibility Determination* form.
7. After the psychologist has entered the results of the psychological evaluation on the *Eligibility Determination* form, he/she will give the student's folder back to the EEC records clerk.
8. After the folder is documented and necessary copies are made, the exceptional education records clerk will send the folder to the special education teacher or the SLP.
9. After the eligibility meeting is conducted and the eligibility determination report is completed, the folder is sent back to the appropriate EEC records clerk for due process review. ****Please remember to include your school folder as well.****
10. A new IEP, with updated information must be completed no later than 30 days following the eligibility determination. It is encouraged that this IEP be completed at the same time that the eligibility is complete.
11. After the due process review, the evaluation folder will be sent back to the special education teacher or SLP. This will then be the school folder.
12. If the student is found no longer eligible for special education services, the contact person is responsible for changing the student's status from "active" to "not eligible" in the special education computer-based IEP program.

