The Special Education Reevaluation/IEP Process

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for reevaluation and development of Individualized Education Programs (IEPs) for students with disabilities when the request is initiated by the LEA. It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the reevaluation process, refer to the annotated Reevaluation Report available at www.pattan.net. Reevaluation is required every 3 years unless it is waived by both LEA and parent(s). In Pennsylvania, a reevaluation for students with an intellectual disability is required every 2 years and cannot be waived.

Prepare for reevaluation of student

Does the student have an intellectual disability?

Yes

Prepare for reevaluation of student

No

Does the LEA recommend waiving reevaluation?

Yes

Issue Agreement to Waive Reevaluation

No

Reevaluation process begins, IEP team (including parents) reviews existing data

Is the student still eligible?

Yes

Issue Notice of Recommended Educational Placement/Prior Written Notice

No

Complete Reevaluation Report and send copy to parent

Are additional data needed?

Yes

Issue Prior Written Notice for Reevaluation and Request for Consent Form

No

Invite parents to meeting - Invitation to IEP or Other Meeting

Does the parent agree?

Yes

Complete Reevaluation Report and send copy to parent

No

Issue Notice of Recommended Educational Placement/Prior Written Notice

Is there a change in placement or FAPE?

Yes

Implement IEP and monitor progress

No

IEP team reviews and revises IEP, as appropriate

Complete Reevaluation Report and send copy to parent

Is the student still eligible?

Yes

Issue Notice of Recommended Educational Placement/Prior Written Notice

No

Complete Reevaluation Report and send copy to parent

Issue Prior Written Notice for Reevaluation and Request for Consent Form

After making reasonable attempts to obtain consent, LEA may proceed to collect additional data if no response from the parent

Complete Reevaluation Report and send copy to parent

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Parent Initiated Request

Is the request in writing?

Yes

Does the LEA agree with the request for a reevaluation?

Yes

Go to the other side and begin at the *

No

Parent asks school professional or administrator for reevaluation

Issue Reevaluation Request Form

Does the LEA agree with the request for a reevaluation?

Yes

No

Issue Notice of Recommended Educational Placement/Prior Written Notice and Procedural Safeguards Notice