

Revised 07.17.06

# SPECIAL EDUCATION RE-EVALUATION PROCESS

## Triennial or requested evaluation for Special Education Ages 3-21

(Develop internal procedures and timelines) VT Regulation 2362.2.4(a)

Contact with parent is made.

If the parent and school decides not to re-evaluate, written agreement is needed **(Form 8)** VT Regulation 2362.2.4(a)

If the parent and school agree to re-evaluate, information is gathered to develop evaluation plan.

If conversations or correspondence is used

If formal meeting is held

Send out Notice of Meeting **(Form 1)**  
VT Regulation 2365.1.1

Evaluation Plan written **(Form 2)**  
VT Regulation 2362.2.4(e)

Hold Evaluation planning meeting

If evaluation plan requires review of existing data only

If evaluation plan requires administration of tests or other evaluation methods

Send notice for Special Education Evaluation **(Form 3)**  
No parental consent is needed. VT Regulation 2362.2.3(iii)  
**Parent may request and shall receive formal testing for a re-evaluation**  
VT Regulation 2362.2.4(h)(3)

- Cannot exceed triennial review date
  - 60 day limit not applicable
- IDEIA-B Statute 614(a)(1)(C)(i)

Send notice for Special Education Evaluation **(Form 3)** And Consent for Special Education Evaluation **(Form 3a)**  
VT Regulation 2362.2.4(i)

Conduct Evaluation or analyze existing data  
VT Regulation 2362.2.4(f)

BEST PRACTICE: If student moves to another district before completion of the evaluation and the triennial review date will be exceeded, new completion date **contingent upon** agreement between parent and new district **(Form 9)**

Send Notice of Meeting **(Form 1)** to re-determine eligibility  
VT Regulation 2365.1.1

Meet to re-determine eligibility VT Regulation 2362.2.4(c)  
Write evaluation report VT Regulation 2362.2.5(a)

Send copy of report to parent  
VT Regulation 2365.1.1(d)

Alternative methods of meeting participation: Video conferences, conference calls ...  
IDEIA-B Statute 614(f)