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# REEVALUATION OF STUDENT FOR SPECIAL ED (SED-P005)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This outlines the procedure for determining whether a student is properly identified as having a disability, whether the student continues to qualify for special education, or whether the student's program and placement continue to meet that student's needs. The reevaluation must be completed within three-year timeline established by state and federal regulations. There are no extensions for reevaluations as they are to be completed within the three-year timeline.

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, School Psychologist, CST, MDT, and related service providers.

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director

## 4.0 DEFINITIONS:

- 4.1 CST – Building Child Study Team may include school counselor, general education teachers, school psychologist, Special Education teachers, appropriate building staff members, and parent(s).
- 4.2 MDT – Special Education Multidisciplinary Team may include speech and language pathologist, physical therapist, occupational therapist, school psychologist, parent(s), appropriate Special Education staff members, and general education staff.
- 4.3 IEP – Individualized Education Plan
- 4.4 IEE – Independent Educational Evaluation

## 5.0 PROCEDURE:

- 5.1 Special Education office staff sends notice of reevaluation to parents and other team members prior to the three-year due date.
  - 5.1.1 Notice includes request for parent signature for reevaluation.
  - 5.1.2 Parents are invited to be members of the evaluation team (MDT) and/or provide any further information.
  - 5.1.3 If parents do not return the signed consent, reevaluation may take place as long as there is documentation of the attempt to get parent signature.
  - 5.1.4 If parents refuse to allow reevaluation, district team members must meet to decide whether to ask for mediation or file for a Due Process Hearing. See related procedure.
- 5.2 The MDT determines evaluation needs.

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- 5.3 MDT members complete their individual evaluations.
- 5.4 The MDT reviews their evaluations and determines whether the student continues to qualify for special education services.
  - 5.4.1 Team determines student's qualifying condition.
  - 5.4.2 Team determines the program and placement needs, including accommodations and modifications.
  - 5.4.3 Team members sign off on Summary Analysis.
  - 5.4.4 If parents disagree with outcome, they can ask for mediation or file for a Due Process Hearing or an IEE. See related procedure.
- 5.5 Team leader presents written report to the Records Clerk by the reevaluation due date.
  - 5.5.1 Report is given to the Director for review.
  - 5.5.2 The director signs off on report if all paperwork is complete.
- 5.6 If student no longer qualifies for special education services, parents are sent notification and building CST is informed.
- 5.7 Exit IEP meeting takes place.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Notice of Reevaluation SED-F015
- 6.2 Speech and Language Pathologist Individual Summary Analysis SED-F011
- 6.3 Summary Analysis Evaluation Report SED-018

### 7.0 RECORD RETENTION TABLE:

\*NOTE: Special Education files the original evaluation, the latest evaluation, and the latest Individualized Education Plan. The documents listed here are included in this.

| <u>Identification</u>      | <u>Storage</u>                                             | <u>Retention</u>                                                        | <u>Disposition</u>                                                                   | <u>Protection</u>                 |
|----------------------------|------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------|
| All documents in 6.0 above | Special Education Cumulative File; Student's building site | According to state and federal guidelines, six years after services end | Letter sent to last known address; if no response, records destroyed after one month | Stored in one location; fireproof |

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### 8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u>                                                                                                                                      |
|--------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10-May-01    | A           | Original Release                                                                                                                                                     |
| 25-Jan-02    | B           | Clarified timeline in 5.1 and parental role in MDT in 5.1.2; also made clerical corrections in 5.2, 5.3, and 5.4                                                     |
| 4-Feb-02     | C           | Updated protection information                                                                                                                                       |
| 16-Jan-03    | D           | Updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers                                           |
| 12-Sept-03   | E           | Updated records retention data, replacing seven years with six                                                                                                       |
| 04-Nov-04    | F           | Added parent(s) to CST definition; added general education staff to MDT definition; replaced "student's twenty-first birthday" with "services end" in retention data |

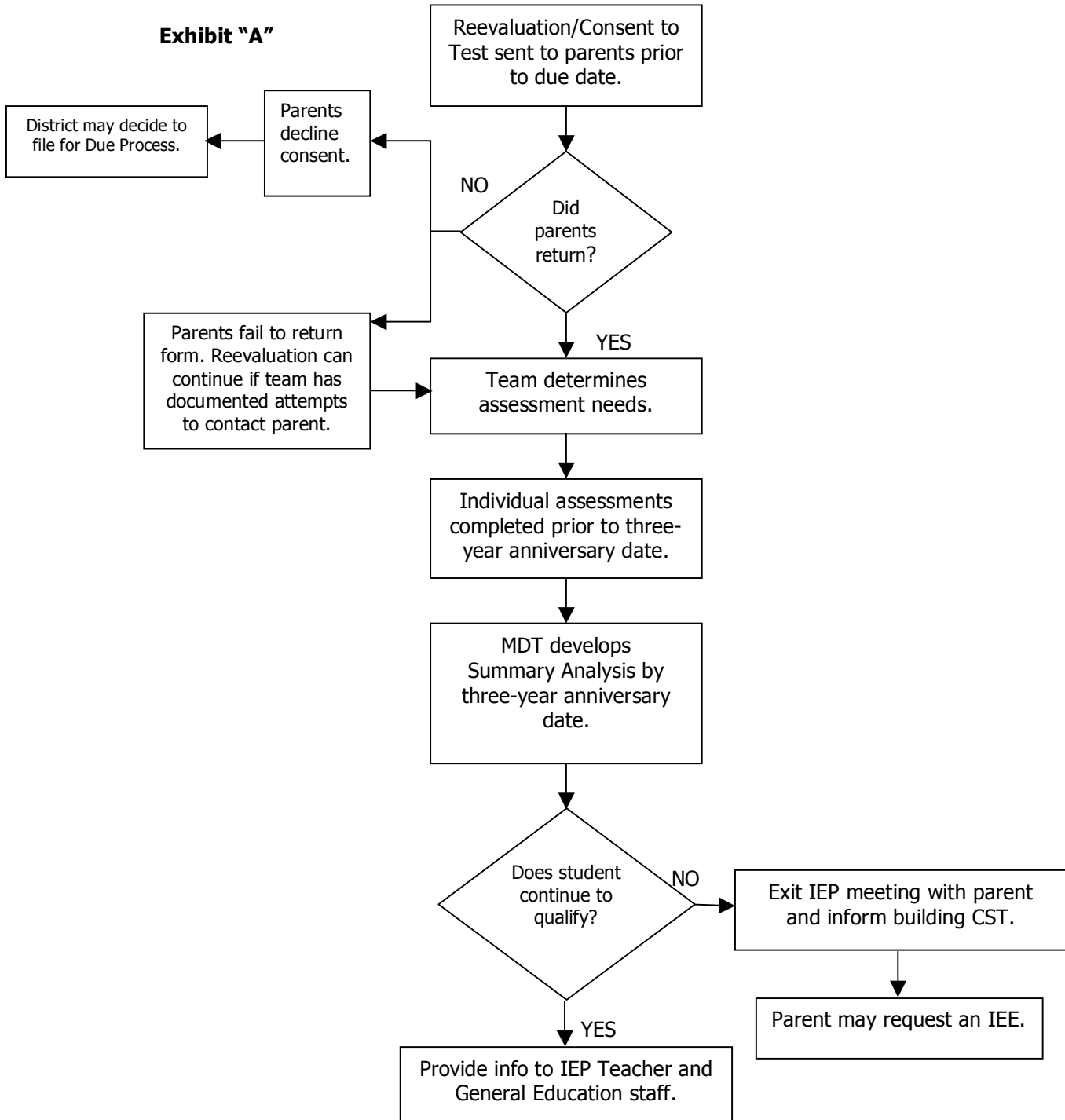
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## Exhibit "A"



**\*\* End of procedure \*\***