

# OPERATING PROCEDURES

## REVIEW OF EXISTING EVALUATION DATA

Gregory-Portland ISD

205902

Template update May 2020

Legal Framework: REVIEW OF EXISTING EVALUATION DATA

[Related Resources](#)

Broad Category: EVALUATION

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### PROCEDURES:

- Lead evaluation personnel for the case determines who will participate in the REED based on the areas of need and eligibility. An LSSP is included for students who are ED or AU and/or who have significant behavioral needs. Related service providers and specialists such as AI and VI are consulted based on student services.
- REEDs may occur outside of a meeting if the next ARD meeting will not occur between 6 weeks to 6 months prior to the re-evaluation due date. All relevant information may be obtained without a formal meeting if the parent is consulted and agrees with the recommendations.
- Lead evaluation personnel contact the parents to review previous evaluation data, obtain information from parents for the REED, review updated progress information and discuss recommendations for needed assessment. Notice of evaluation is provided and consent for evaluation is obtained at this time if the parent agrees with the recommendations.
- REEDs are conducted prior to every comprehensive reevaluation in order to determine whether:
  - the student has or continues to have a disability
  - the student's present levels of academic achievement needs and related developmental needs have changed
  - the student needs or continues to need special education and related services, and
  - the student needs any additions or modification to the special education and related services to meet the measurable annual goals set out in the IEP and to participate, as appropriate, in the general education curriculum.
- REEDs are conducted by a multi-disciplinary team and are held at least 6 weeks prior to the reevaluation but no more than 6 months in advance.
- If no additional data are needed, evaluation staff convene an ARD to inform the parent or adult student of the determination and the reasons and of their right to request an evaluation to determine if the student continues to have a disability and to determine the student's educational needs. If the parent or the adult student does not request additional evaluation, the REED will constitute the student's reevaluation. The date of the REED establishes the new three-year reevaluation date.

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- Trainings are conducted as needed throughout the year as needed. Evaluation personnel also attend the ESC-2 Annual Evaluation Series as well as procedural trainings at monthly evaluation team meetings.

#### STAFF RESPONSIBLE:

**District Level:** Director of Special Education

**Campus Level:** Evaluation Personnel

#### TIMELINES FOR REEDs:

- Initial evaluations
- Reevaluations

#### EVIDENCE OF PRACTICE:

- Forms or checklists used for REEDs and reevaluations
- Training artifacts (agendas, presentation hand-outs, sign-in sheets, etc.)
- List of qualified personnel with required licenses and certifications to administer evaluations