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 mental retardation is required every 2 years and cannot be waived.

Prepare for reevaluation of student

Does the student have mental retardation?  No

Yes

Issue Agreement to Waive Reevaluation

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

Does the LEA recommend waiving reevaluation?  No

Yes

Is the student still eligible?  No

Yes

Issue NOREP/ Prior Written Notice

Are additional data needed?  No

Yes

Issue Permission to Reevaluate-Consent Form

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

Is the student still eligible?  No

Yes

Complete Reevaluation Report and send copy to parent

Does the parent agree?  No

Yes

Complete Reevaluation Report and send copy to parent

Issue NOREP/ Prior Written Notice

Implement IEP and monitor progress

Does the LEA recommend waiving reevaluation?  No

Yes

Issue NOREP/ Prior Written Notice

Complete Reevaluation Report and send copy to parent

Is there a change in placement or FAPE?  No

Yes

Issue NOREP/ Prior Written Notice

Involve parents to meeting - Invitation to IEP or Other Meeting

IEP team reviews/revises IEP

Implement IEP and monitor progress

Complete Reevaluation Report and send copy to parent

Is there a change in placement or FAPE?  No

Yes
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