
REEVALUATION OF STUDENT FOR SPECIAL ED (PPS-P004)
MILFORD PUBLIC SCHOOL DISTRICT

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 on-line version of this procedure is official. All printed versions are uncontrolled copies.

Authorized Signature on File

2.0 RESPONSIBILITY:

- 2.1 Director of Pupil Personnel Services, Supervisors of Special Education and periodically-CST

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Pupil Personnel Services

4.0 DEFINITIONS:

- 4.1 PPT – Planning and Placement Team may include Parent(s), Speech and Language Pathologist, Physical Therapist, Occupational Therapist, School Psychologist, School Administrator, School Social Worker, Reading Teacher, General Education Teacher, School Nurse, appropriate Special Education staff and any student who is 13 years old and over.
- 4.2 IEP – Individualized Education Plan
- 4.3 IEE – Independent Educational Evaluation
- 4.4 CST – Building Child Study Team may include: School Social Worker and/or School Counselor, General Education Teachers, School Psychologist, Special Education Teachers and appropriate building staff members.
- 4.5 Due Process – A procedure parents may initiate in order to resolve a disagreement regarding their child's educational plan.

5.0 PROCEDURE:

- 5.1 The PPT staff discusses reevaluation with parents prior to the three-year due date at the annual review PPT meeting.
- 5.1.1 At the annual PPT the parent is presented a notice of consent form to conduct a reevaluation.
- 5.1.2 Parents are members of the evaluation team (PPT) and may provide any further information.
- 5.1.3 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.
- 5.2 The PPT determines evaluation needs.

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- 5.3 PPT members complete their individual evaluations before the triennial review date is due.
- 5.4 The PPT reviews the results of 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 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 If student no longer qualifies for special education services, the PPT ends.
- 5.6 An exit from Special Education form is completed.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Notice and Consent to Conduct a Reevaluation
- 6.2 Evaluation documents
- 6.3 LRE Checklist
- 6.4 Multidisciplinary Evaluation Report
- 6.5 PPT Worksheet to determine eligibility for Special Education due to Social Emotional Disturbance.

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 at Central Office	According to state and federal guidelines; seven years after student's twenty-first birthday	Shred	Stored in one location; fireproof cabinet

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8.0 Revision History

<u>Date</u>	Revision #	Description of Revision
02/03/2005	A	Initial Release

