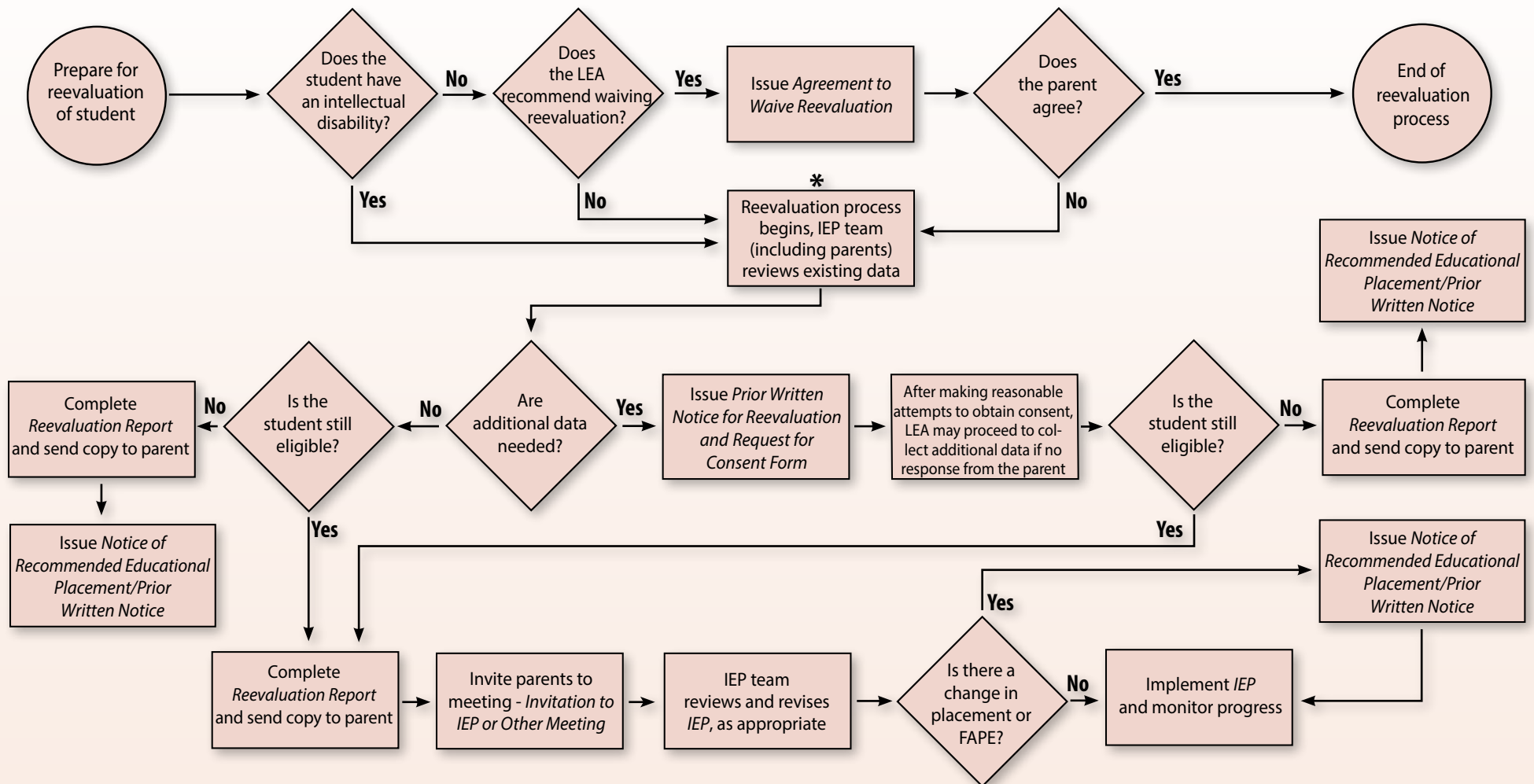# The Special Education Reevaluation/IEP Process

LEA Initiated Request

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 re-evaluation for students with an intellectual disability is required every 2 years and cannot be waived.

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Flowchart nodes:

- Prepare for reevaluation of student
- Does the student have an intellectual disability? — No → Does the LEA recommend waiving reevaluation? — Yes → Issue *Agreement to Waive Reevaluation* → Does the parent agree? — Yes → End of reevaluation process
- Does the student have an intellectual disability? — Yes → Reevaluation process begins, IEP team (including parents) reviews existing data
- Does the LEA recommend waiving reevaluation? — No → Reevaluation process begins, IEP team (including parents) reviews existing data
- Does the parent agree? — No → Reevaluation process begins, IEP team (including parents) reviews existing data
- * Reevaluation process begins, IEP team (including parents) reviews existing data → Are additional data needed?
- Are additional data needed? — Yes → Issue *Prior Written Notice for Reevaluation and Request for 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 → Complete *Reevaluation Report* and send copy to parent → Issue *Notice of Recommended Educational Placement/Prior Written Notice*
- Is the student still eligible? — Yes → Issue *Notice of Recommended Educational Placement/Prior Written Notice*
- Are additional data needed? — No → Is the student still eligible? — No → Complete *Reevaluation Report* and send copy to parent → Issue *Notice of Recommended Educational Placement/Prior Written Notice*
- Is the student still eligible? — Yes → Complete *Reevaluation Report* and send copy to parent → Invite parents to meeting - *Invitation to IEP or Other Meeting* → IEP team reviews and revises *IEP*, as appropriate → Is there a change in placement or FAPE? — Yes → Issue *Notice of Recommended Educational Placement/Prior Written Notice* → Implement *IEP* and monitor progress
- Is there a change in placement or FAPE? — No → Implement *IEP* and monitor progress

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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 made by the parent(s)**. 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 an intellectual disability is required every 2 years and cannot be waived.

Parent Initiated Request

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Parent asks school professional or administrator for reevaluation

Is the request in writing?

Yes → Does the LEA agree with the request for a reevaluation?

Yes → Go to the other side and begin at the *

No ↓ Issue *Permission to Reevaluate-Reevaluation Request Form*

Does the LEA agree with the request for a reevaluation?

Yes

No → Issue *Notice of Recommended Educational Placement/Prior Written Notice* and *Procedural Safeguards Notice*

No → Issue *Notice of Recommended Educational Placement/Prior Written Notice* and *Procedural Safeguards Notice*