

PRIOR WRITTEN NOTICE FOR REEVALUATION (Annotated)

Child's Name:

PRIOR WRITTEN NOTICE FOR A REEVALUATION (Annotated)

School Age

The Individuals with Disabilities Education Act (IDEA), 34 CFR §300.503, requires that prior written notice be given to the parents of a child with a disability a reasonable time before the public agency proposes to initiate or change the identification, evaluation, or educational placement of the child, or the provision of a free appropriate public education (FAPE).

A reasonable time is generally considered to be 10 calendar days, but individual circumstances may require additional days to respond.

The Local Education Agency (LEA) should include the date this form was issued in the space above. This form does not need to be signed or returned by the parent, but the LEA must have documentation that prior written notice was issued.

If the LEA proposes to waive the reevaluation, it should issue the *Agreement to Waive Reevaluation* form in lieu of this *Prior Written Notice for a Reevaluation* form. However, LEAs must keep in mind that if the parents disagree or do not return the *Agreement to Waive Reevaluation* form, the LEA will need to issue the *Prior Written Notice for a Reevaluation* form, complete the reevaluation process, and issue the *Reevaluation Report* to parents by its due date.

Date Sent (mm/dd/yy):	
Child's First & Last Name:	
Parent/Guardian/Surrogate Name:	
Parent/Guardian/Surrogate Address:	

Dear _____ :

This is the *Prior Written Notice for a Reevaluation*, which is issued to begin the reevaluation process for your child. Your consent is not needed for prior written notice and this form does not need to be returned to the school. The reevaluation process will include a review of existing evaluation data and may also include additional assessment(s). If the team determines that additional assessment is needed, you will receive a *Request for Consent for a Reevaluation* form.

You, as the parent and a member of the IEP team, have the right to request additional assessments as part of the reevaluation process and should call or email your school (LEA) contact.

Please review the information regarding the reevaluation process and discuss with the school (LEA) contact if you have questions.

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School (LEA) Contact		Email	
Position		Phone	

Information Regarding the Reevaluation

1. Explanation of why the reevaluation is proposed:

ANNOTATION:

The explanation of why the reevaluation is proposed could include that:

- The student's triennial or biennial reevaluation due date is approaching.
- The parent has requested a reevaluation.
- The IEP team would like to conduct a reevaluation to determine any additional supports and services the student may need.

2. Description of the data used as basis for proposed reevaluation (including each evaluation procedure, assessment, record, or report used as basis for proposed reevaluation):

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This section describes evaluation measures, assessment tools, student records or other relevant educational information that have been reviewed as a basis for the proposed reevaluation. Below are some examples of the types of data that may have been considered.

- The triennial or biennial *Reevaluation Report* due date
- Parent input/concerns
- Evaluation information provided by the parents
- Multi-Tiered System of Supports (MTSS)
- Progress monitoring (behavior and/or academic)
- Curriculum-based assessment
- Benchmark assessment
- Oral reading fluency
- Assistive technology
- Data from related service providers
- Informal behavioral assessment
- Classroom observations and other observations
- Standardized assessments, including the PSSA, PASA, and Keystone Exams
- Individual or group achievement assessments (may be state or nationally normed)
- Vocational assessment
- Disciplinary records
- Attendance records
- Medical information

3. Other factors considered relevant to the proposed reevaluation:

ANNOTATION:

This section describes other factors, if any, relevant to proposed reevaluation. Examples may include:

- The child continues to demonstrate behavioral difficulties across all settings.
- Child continues to be reading below grade level with supplemental level of special education services.
- Child has a medical condition that will require an extended absence from school.
- No other factors were considered relevant to the proposed reevaluation.

4. Other options considered relevant to the proposed reevaluation and why the other options were rejected:

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This section describes other options relevant to proposed reevaluation and why the options were rejected. Following is an example:

- The LEA considered seeking parental consent to waive the reevaluation but determined that moving forward with the reevaluation process is appropriate for the needs of the student.
- The LEA considered waiting until the triennial reevaluation is due, but the student's current behaviors indicate a need to start the reevaluation process prior to the triennial reevaluation report due date.

If you have any questions regarding this information or the reevaluation process, please contact the school (LEA):

School (LEA) Contact		Email	
Position		Phone	

Parents of students with disabilities have protections. These protections are outlined in the *Procedural Safeguards Notice*. This document can be obtained at <https://www.pattan.net/Forms/The-Procedural-Safeguards-Notice?NodId=569253> or by contacting your LEA.

For help in understanding this form, an annotated version can be found on the PaTTAN website at www.pattan.net. Once on the PaTTAN home page, select the *Legal* tab, then select *Special Education Forms*, and then *Annotated Forms*.

If you do not have access to the Internet, call PaTTAN at 800-441-3215 and request a copy of the annotated form.