

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM
Child's Name:

PRIOR WRITTEN NOTICE FOR A REEVALUATION AND REQUEST FOR CONSENT FORM
(ANNOTATED)

School Age

ANNOTATION:
The reevaluation process begins with a review of existing data by the IEP team including the parent and other qualified individuals. This analysis of data is limited to a review of data collected by the school (LEA) and/or provided by the parent. The purpose of the *Prior Written Notice for a Reevaluation and Request for Consent Form* is to provide the parents with prior written notice that the school/Local Education Agency (LEA) is proposing to conduct a reevaluation to collect additional data in order to determine educational needs, including whether additions or modifications are needed to enable the student to meet IEP goals and to participate in the general education. The school (LEA) issues this form to parent or guardian authorized to act as parent **ONLY** if the IEP team, including the parent, determines that additional data are needed as a result of the review of data. This form will not be issued if the IEP team and other qualified individuals determine following the review data that new or additional assessments are **NOT** required to determine continued eligibility and educational needs.

Child's Name: _____
Date Sent (mm/dd/yy): _____
Name and Address of Parent/Guardian/Surrogate:

For School (LEA) Use Only:
Date of Receipt of Prior Written
Notice/Consent Form

ANNOTATION:
For School (LEA) Use Only Box: The school (LEA) will record the business date that the *Prior Written Notice for a Reevaluation and Request for Consent Form* is received by the school (LEA). This date of receipt of informed written consent will act as documentation, and begin the 60 calendar day timeline for completion of the reevaluation.

Dear _____ :

This form is issued when the school (LEA) proposes to conduct a reevaluation that requires the collection of additional information in order to determine educational needs and continued eligibility for special education and related services, or is in response to parent request for a reevaluation. The school (LEA) must issue this form to provide prior written notice and obtain written consent from a child's parent or guardian before conducting a reevaluation that includes additional assessment information.

Please review the proposed action. If you have questions, please feel free to discuss them with the school (LEA).

School (LEA) Contact _____ Email _____
Position _____ Phone _____

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM

Child's Name:

TYPE OF ACTION PROPOSED:

- The school (LEA) proposes to conduct a reevaluation because the IEP team, including the parent, has reviewed your child's existing educational data and made the determination that there is a need for additional information.
- Parental request for a reevaluation

ANNOTATION:
The school (LEA) checks the appropriate box and indicates the reason for the reevaluation. The first option may be checked when the IEP team, including the parent, have reviewed the existing evaluation data as part of the reevaluation process, and determined that additional data are needed to determine the child's educational needs and eligibility regarding special education and related services. The other option is checked if a reevaluation is requested by the parent.

1. EXPLANATION OF WHY THE REEVALUATION IS PROPOSED:

ANNOTATION:
This section provides the school (LEA) an opportunity to explain to the parents their concerns about the child's educational progress and why additional evaluation data are needed to determine the educational needs of the child and continued eligibility for special education. Reasons may include a description of ongoing academic or behavioral difficulties. If the parent requested the reevaluation, this section will include the parent's concerns as well as the school's (LEA's) concerns.

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):

ANNOTATION:
This section describes evaluation measures, assessment tools, records reviewed, or other relevant educational information that were reviewed as a basis for the proposed reevaluation. Below are some examples of assessment and evaluation procedures.

- Response to Instruction and Intervention (RtII) data
- Progress monitoring data
- Curriculum-based assessment data
- Benchmark assessment data
- Oral reading fluency data
- Parent observations and data on behavior in the home
- Functional behavioral assessment
- Assistive technology assessment
- Data from related service providers
- Informal behavioral assessment
- Adaptive behavior scale
- Classroom observations and other observations

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM

Child's Name:

- Evaluation information provided by the parents
- Standardized assessments, including the PSSA, PASA, and Keystone Exams
- Individual or group achievement assessments (may be state or nationally normed)
- Existing evaluation data (school reports)
- Vocational assessment
- Medical information (if appropriate)
- Functional assessment(s) results

3. DESCRIPTION OF OTHER FACTORS RELEVANT TO THE PROPOSED REEVALUATION:

ANNOTATION:

This section describes other factors, if any, relevant to proposed reevaluation. Following are some examples:

- 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.

4. OTHER OPTIONS CONSIDERED RELEVANT TO THE PROPOSED REEVALUATION AND WHY THE OTHER OPTIONS WERE REJECTED:

ANNOTATION:

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

- Based on data collected and reviewed, the child continues to demonstrate inappropriate behaviors during transitions and additional data is required in order to individualize the behavior interventions.

During the reevaluation, additional data/information will be collected in the areas described below. This information will assist the reevaluation team in determining:

- whether your child continues to be a child with a disability;
- the educational needs of your child;
- the present levels of academic achievement and related functional needs of your child;
- whether your child continues to need special education and related services; and

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM

Child's Name:

- whether any additions or modifications to the special education and related services are needed to enable your child to meet the measurable annual goals set out in the IEP of your child and to participate, as appropriate, in the general education curriculum.

THE PROPOSED REEVALUATION WILL CONSIST OF THE FOLLOWING TYPES OF TESTS AND ASSESSMENTS:

ANNOTATION:

This section should include the types of assessment tools and the kind of information the assessment will measure and collect rather than the names of tests. The assessments may include, but are not limited to, test of cognitive ability, reading and/or math assessments, behavioral assessments, classroom observations, and age-appropriate vocational assessments. The information in this section should be individualized for each child and should directly relate to the student's educational performance. All assessments and other evaluation materials must be:

- free of racial or cultural bias;
- given in the language and form most likely to provide accurate information (i.e., what the child knows and can do academically, developmentally, and functionally);
- used for purposes for which the assessments or measures are valid and reliable;
- administered by trained and knowledgeable personnel.

PARENTAL CONSENT FOR A SPECIAL EDUCATION REEVALUATION

Upon receipt of parental consent, an evaluation team will conduct the additional assessments and evaluations. As the parent(s), you are a member of the evaluation team and will be included in the reevaluation process and receive a copy of the *Reevaluation Report (RR)*. The reevaluation procedures do not require a meeting prior to receipt of the *Reevaluation Report (RR)*.

Consent must be requested before the evaluation team can begin the reevaluation. However, please be aware that after reasonable attempts, *if the school (LEA) has not received a response from you, the school (LEA) is permitted by law to proceed with the reevaluation.*

The evaluation team will determine whether your child continues to be a child with a disability and the educational needs of your child. The results of the reevaluation will be included in a *Reevaluation Report (RR)*. If your child continues to be eligible for special education, you will be invited to participate in an *Individualized Education Program (IEP)* team meeting. The *IEP* will outline the special education and related services that will be provided to your child.

ANNOTATION:

Parental consent is not required for the review of existing data by the IEP team as part of a reevaluation or the screening process that a teacher or specialist uses to determine appropriate instructional strategies. Screening is typically a relatively simple and quick process that can be used with groups of children. Because such screening is not considered an evaluation under federal and state regulations to determine eligibility for special education services, parental consent is not required.

Reasonable efforts must be made to obtain informed consent from the parent before beginning the

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM

Child's Name:

reevaluation with additional assessments. These reasonable attempts may include phone calls, emails, return receipt mail, and home visitation and **MUST** be documented. **If the parent does not respond to reasonable efforts to obtain consent, the school (LEA) may proceed with the reevaluation process including additional assessments.**

Parent information and input are important. The school (LEA) will develop a form and/or process for collecting parent input. This information may be provided in writing, via phone, through conversation, etc.

TIMELINE FOR A SPECIAL EDUCATION REEVALUATION

The *Reevaluation Report* must be completed within 60 calendar days from the date of LEA's receipt of a signed *Prior Written Notice for Reevaluation and Request for Consent*, excluding summer break; however, the days in all other breaks during the school year are counted (e.g., weekends, holidays). Reevaluations must re-occur every 3 years, or 2 years for students with intellectual disability, from the date of the *Evaluation Report*, prior *Reevaluation Report*, or *Agreement to Waive Reevaluation*.

Please read the enclosed *Procedural Safeguards Notice* that explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

Keep a copy of this form for your records.

DIRECTIONS FOR PARENT/GUARDIAN: Consent is voluntary for reevaluation. Please consider the following options:

- 1. I would like to schedule an informal meeting with school (LEA) personnel to discuss this action.
- 2. I give consent to the proposed initial evaluation.
- 3. I do not give consent to the proposed initial evaluation.***

***If you selected option 3, you may request an informal meeting with school (LEA) personnel, mediation, or a due process hearing.

I would like to request:

- Informal Meeting with School (LEA) Personnel
- Mediation**
- Due Process Hearing**

**To initiate mediation or a due process hearing, as the parent you must submit your request to the Office for Dispute Resolution (ODR). To learn more about this process, contact the Special Education ConsultLine at 800-879-2301 or visit the ODR website at www.odr-pa.org.

I object to the proposed reevaluation and my reason is (not required):

ANNOTATION:
Prior to conducting a reevaluation that requires additional assessments, the school (LEA) must seek prior written consent from the parent. Parents have options in responding to this form:
1. If the parent provides written consent for a reevaluation, the reevaluation must be completed within

PRIOR WRITTEN NOTICE FOR REEVALUATION AND REQUEST FOR CONSENT FORM

Child's Name:

- the required timeline.
2. A parent may need more information about the proposed additional assessments and evaluations, and request an informal meeting with the school (LEA).
 3. If the parent refuses to provide written consent, the parent or guardian may request mediation or a due process hearing.
 4. To initiate mediation or a due process hearing, parents must submit their request to the Office for Dispute Resolution (ODR). When a parent requests a due process hearing, the school (LEA) has the obligation to provide the parent with the *Due Process Complaint Notice* form and the *Procedural Safeguards Notice*. A parent filing a due process complaint must provide a copy to the school (LEA) and to the Office for Dispute Resolution. Schools (LEAs) and parents should consult the *Procedural Safeguards Notice* for detailed information related to due process hearings.
 5. To learn more about mediation or due process, contact the Special Education ConsultLine at 800-879-2301 or visit the ODR website at www.odr-pa.org.

Consent must be requested before the evaluation team can begin the new and additional assessments as part of the reevaluation process. Please be aware that after reasonable attempts, *if school (LEA) has not received any response from parent, the school (LEA) is permitted by law to proceed with the reevaluation.*

Consent for a reevaluation does not give consent to the school (LEA) to change the provision of special education and related services.

SIGN HERE:

Parent/Guardian/Surrogate Signature

Date (mm/dd/yy)

Daytime Phone

PLEASE RETURN THIS ENTIRE FORM TO:

Name: _____

Address: _____

For more information about the reevaluation process, refer to the publications, *Reevaluation Process for Students with Disabilities* and *The Special Education Reevaluation/IEP Process*, which can be found under Resources - Publications on the PaTTAN website at www.pattan.net or by calling PaTTAN at 800-441-3215. To learn more about the special education process, please contact the Special Education ConsultLine at 800-879-2301 or visit the ODR website at www.odr-pa.org.