

# OPERATING PROCEDURES

## REVIEW OF EXISTING EVALUATION DATA

Boerne ISD

130901

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Legal Framework: REVIEW OF EXISTING EVALUATION DATA

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Broad Category: EVALUATION

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### PROCEDURES:

**PERSONS RESPONSIBLE:** Educational Diagnostician/LSSP/Speech Language Pathologist

### BEGINNING OF THE SCHOOL YEAR

- Evaluation staff is responsible for compiling the list of students needing re-evaluation within the school year.
- Evaluation staff schedules a Review of Existing Educational Data meeting 60-90 days prior to the due date of the three- year re-evaluation date so that the evaluation can be completed within the timeline.

### DATA COLLECTION

- Evaluation staff is responsible for collecting previous evaluations and information provided by the parents (English, Spanish), current classroom-based, local, and/or state assessments, classroom-based observations and related service providers, and health information provided by the school nurse.
- General education and/or special education personnel forms may be completed by multiple sources.
- Any personnel with relevant information concerning the student will be asked to complete, sign, and date the form.
- The person completing the form should address those competencies about which they have direct knowledge and/or observation.
- Information from parents should be sent home for completion by the parent(s)/guardian(s).
- The school nurse completes the health information form (all relevant health information should be addressed).

### REVIEW OF DATA

- Evaluation staff convenes a Review of Existing Evaluation Data (REED) meeting to review the student's current eligibilities and current progress. With parent permission, this meeting can be conducted outside of an ARD meeting.

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- Based on the available data, the determination of the need for a formal evaluation is made by the REED committee with the same membership as an ARD/IEP committee.
- If the decision is to formally evaluate, the parents will be asked to complete the information forms, sign the Notice and Consent for Evaluation.
- If the decision is to continue the current disability identification without any additional formal evaluation information, the Diagnostic Specialist or Speech/Language Pathologist will complete the REED document and it will become the new Full and Individual Evaluation Report. This information is placed in the student's special education eligibility folder.
- The parent/guardian's right to request a formal evaluation always overrides the committee's decision to continue the disability identification.
- The parent has the right to request a formal evaluation to determine whether the student continues to be a student with a disability.

Training on completing the REED document is offered at the beginning of the year, as well as throughout the school year as needed.