WHEN SHOULD THE REED PROCESS OCCUR?

**COP ESD staff should always be involved in the REED process and completion**

1. **FOR INITIAL EVALUATIONS**
   - Send *Finalized* REED to the COP office as soon as completed

2. **WHEN CONSIDERING ASSESSMENT TO DETERMINE IF THERE IS AN ADDITIONAL OR DIFFERENT DISABILITY**
   In this situation the following steps should occur:
   - Hold the REED meeting to determine if further assessment is necessary
   - When further assessment is required, send the *Finalized* REED to the COP office with:
     - Finalized re-eval IEP invitation
     - Finalized IEP with FAPE Notice
     - MET (eligible or ineligible)

3. **WHEN “NO FURTHER INFORMATION/ASSESSMENT IS DETERMINED FOR A RE-EVALUATION**
   - Send in *Finalized* REED with the re-eval invitation and *FINALIZED IEP* to the COP office

4. **WHEN FURTHER ASSESSMENT IS DONE FOR RE-EVALUATION**
   - Send in *Finalized* REED to the COP office with:
     - Finalized re-eval IEP invitation
     - Finalized IEP with FAPE Notice
     - MET (eligible or ineligible)

5. **TO DOCUMENT DISCUSSION ABOUT THE POSSIBLE NEED FOR SPECIAL EDUCATION ASSESSMENT**
   At times, during the intervention and progress monitoring process, some team members may begin to question the possibility of a special education disability while others may feel that the intervention process needs further time, fidelity or adjustment. Holding a REED meeting to document the sharing of data and discussion is highly advised.

6. **WHEN AN EVALUATION IS DONE TO DETERMINE THAT A STUDENT IS NO LONGER ELIGIBLE FOR ANY EXISTING DISABILITY AREA**
   - Send the *Finalized* REED, ineligible MET, re-eval IEP invitation and the IEP to the COP office

**ALL DOCUMENTS SHOULD BE *FINALIZED* AND SENT TO THE COP OFFICE WITHIN 10 CALENDAR DAYS**