

## Re-evaluation REED, MET and IEP

1. **PARENT PARTICIPATION FOR RE-EVALUATION REED** - At least two attempts must be made and documented to have the parent in attendance at the meeting. If physical attendance is not possible, contact should be made with the parent to receive input which can be accomplished via electronic means such as phone, email, skype, face-time, texting etc. **The parent must be included in the discussion about whether further assessment is needed or not needed.**
2. The “**date that the district receives the parent consent**” on the *finalized* REED Process begins the 30 school day clock “ticking” –schedule the MET/IEP at the REED meeting, **paying attention to the due date that is calculated within Ed Plan. This can be found on the student’s “Eligibility” screen.**
3. **WHEN A REED MEETING DETERMINES THAT FURTHER ASSESSMENT IS NEEDED** a Re-evaluation IEP must be completed. A new MET form is also needed **only if the student eligibility area has changed from the current eligibility. If the MET team determines that the student is no longer eligible for a specific special education category, a non-eligible MET should be completed and sent to the COP office.**
4. **WHEN A REED MEETING DETERMINES THAT NO FURTHER ASSESSMENT IS NEEDED** only a Re-evaluation IEP must be completed
5. Once the assessment is completed, the MET/ IEP meetings must be held within the 30 school day timeline. A local district administrator must sign the Offer of FAPE
6. Please retain *finalized* REED forms for all assessment plans other than an Initial (including “No further assessment needed”), until the IEP is held and send to COP together

**\*\*\*ALL DOCUMENTS MUST BE IN FINALIZED FORMAT WITHIN 10 CALENDAR DAYS OF MEETING**