

## Livingston County Special Services Unit

### Re-Evaluation Assessment Process

Student: \_\_\_\_\_

School: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### The Re-evaluation Assessment Process Includes the Following:

- ✓ Meeting is held no later than 6 weeks prior to re-evaluation due date
- ✓ At IEP meeting:
  - Complete ISBE Parent/Guardian Consent for Re-evaluation (2 page form)
  - Complete LCSSU re-evaluation Determination Form
  - The completed Consideration for Re-evaluation packet is sent to LCSSU immediately upon receipt of signed consent.
- ✓ Determine need to collect additional data or no need to collect additional data
- ✓ If additional assessment is needed, team will generate questions
- ✓ Copies of questions must be given to all respondents at the meeting. If an assessor is not checked off the distribution list, Jean Corrigan will send copies to them.
- ✓ Yellow folder is returned to LCSSU with copies of questions/other pertinent information.  
Responses to questions will be emailed in Word document form (Times New Roman font, size 11 for text and graphs) to Jean Corrigan at [jcorrigan@lcssu.org](mailto:jcorrigan@lcssu.org) to complete a draft copy.

#### The Re-Evaluation Assessment Checklist (please complete the following):

- ☐ LCSSU Conference Re-Evaluation Consideration Form
- ☐ Parent/Guardian Consent for Re-Evaluation Forms (ISBE 34-57C)
- ☐ Team Entitlement Checklist sheet completed and included in folder
- ☐ Copy of current IEP which has been reviewed
- ☐ Person designated to collect information: \_\_\_\_\_
- ☐ Guidelines for Report Writing for Teachers provided

#### Following the E.R. Meeting (please complete the following):

- ☐ Draft report given to Jean Corrigan at LCSSU for final edit / Date: \_\_\_\_\_
- ☐ Designated Assessment Team member completes final draft, sign off on report/Date: \_\_\_\_\_
- ☐ Final copy of evaluation report is sent to Parent(s) / Date: \_\_\_\_\_
- ☐ Final copy of evaluation report is sent to School District / Date: \_\_\_\_\_

Building Administrator/LCSSU Program Supervisor Signature \_\_\_\_\_