

**NOTICE OF AGREEMENT TO CONDUCT
A REEVALUATION MORE THAN ONCE A YEAR (RE-2)**

CESA #7 _____ SCHOOL DISTRICT

[If you need this notice in a different language or communicated in a different way, or have questions about this notice, please contact _____ at _____.]

Dear _____

Date _____

It has been less than a year since your child _____ was last evaluated. Under federal special education law, evaluations of children with disabilities do not occur more often than once a year unless the child's parent and school district agree that an evaluation is needed.

On _____ we [met or spoke on the phone or exchanged emails] and agreed that a reevaluation of your child is necessary at this time for the following reason(s):

Other options, if any, related to the above action which were considered and the reason(s) they were rejected including a description of any other relevant factors, include:

None

The individualized education program (IEP) team is responsible for this reevaluation and will conduct this reevaluation at no cost to you. You are a participant on the IEP team. You may include others on the IEP team who have knowledge or special expertise about the child.

You and your child (if appropriate) are IEP team participants	
In addition, the following people are being appointed to the IEP team by the school district	
Role	Name, if known
Representative of local educational agency (LEA) – authorized to commit the resources of the LEA	
Special Ed. Teacher(s)	
Regular Ed. Teacher(s)	
Related Services Personnel	
Others	

Other options, if any, related to the selection of IEP team participants which were considered and the reason(s) they were rejected and a description of any other factors relevant to the proposed action:

None

IEP team participants will first review existing information available on your child, including information provided by you, and then determine what, if any, further evaluation or assessment is necessary to assist in identifying the educational needs of your child and in making a determination of whether your child continues to have a disability. You will be sent a notification of this determination within 15 business days of the date you and the school district agreed that a reevaluation of your child was necessary. This notification will be sent by _____.
(month/day/year)

If the IEP team determines that additional assessments or other evaluation materials are necessary, the school district needs your written consent (permission) before it may administer any assessments or other evaluation materials to obtain further information about your child. You will be informed about what assessments or other evaluation materials will be given before they are administered. You will also be informed of the names of the individuals who will conduct those evaluations, if known at the time of the notice. Upon completion of the reevaluation, the IEP team will prepare an evaluation report, which will include documentation of your child's eligibility for special education. You will be provided with a copy of the evaluation report.

Within 60 calendar days of receiving your consent for this reevaluation or being provided with a notice that no further assessment of your child is necessary, the IEP team will meet to determine whether your child continues to be a child with a disability. If the IEP team determines that your child continues to have a disability, the team will review and revise, as appropriate, your child's IEP and determine a placement to carry out the IEP within 30 calendar days. You will be provided with a notice of placement and a copy of your child's IEP. If it is determined by the IEP team that your child no longer needs special education, you will be provided with a notice of that finding.

If at any point during an IEP team meeting to determine your child's continued eligibility for special education and educational needs, to review or revise your child's IEP, or to determine a placement to carry out the IEP, you or other IEP team participants believe that additional time is needed to permit your meaningful involvement, additional time will be provided subject to the time limitations described above. This IEP team process may be concluded in one meeting, or may require more than one meeting, depending on individual circumstances. In addition and upon request, you may receive a copy of the team's most recent evaluation report.

You and your child have protection under the procedural safeguards (rights) of special education law. The school district must provide you with a copy of your procedural safeguards once a year. Enclosed is a copy or earlier this year you received a copy of your procedural safeguard rights in a brochure about parent and child rights. If you would like another copy of this brochure, please contact the district at the telephone number above. In addition to district staff, you may also contact _____ at _____ if you have questions about your rights.

Sincerely,

Name and Title of District Contact Person