

**PERMISSION TO REEVALUATE - CONSENT FORM (ANNOTATED)**

Child's Name:

**PERMISSION TO REEVALUATE - CONSENT FORM (ANNOTATED)**

School Age

**ANNOTATION:**

This is a new form as of July 1, 2008. The Reevaluation process begins with a review of data by the IEP team and other qualified individuals. This analysis of data is limited to a review of data collected by the school and parent. The purpose of the *Permission to Reevaluate-Consent Form* is to obtain informed parental permission to reevaluate a child to complete the reevaluation process if additional data are required to determine continued eligibility and need for special education services. The Local Education Agency (LEA) issues this form to parents ONLY if the IEP team including the parent, and a certified school psychologist when reevaluating a child for autism, emotional disturbance (ED), mental retardation (MR), multiple disabilities (MD), other health impairments (OHI), specific learning disability (SLD), or traumatic brain injury (TBI), determine that additional data are needed as a result of the review of data. This form will not be issued if the IEP team and other qualified individuals determine additional data are NOT required as a result of the review of data. For more information about the reevaluation process, refer to the publication "Reevaluation Process for Students with Disabilities," which can be found under Publications on the PaTTAN website at [www.pattan.net](http://www.pattan.net) or by calling PaTTAN at 800-441-3215.

**School Personnel must issue this form to obtain written consent from a child's parent to conduct a reevaluation.**

Child's Name: \_\_\_\_\_

Date Sent (mm/dd/yy): \_\_\_\_\_

Name and Address of Parent/Guardian/Surrogate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For LEA Use Only:*  
Date of Receipt of Consent Form:

**ANNOTATION:**

For LEA Use Only Box: Record the business date that the *Permission to Reevaluate-Consent Form* is delivered to the LEA. This date will act as documentation of receipt of informed consent, and indicates the start of the 60 calendar day timeline for completion of the reevaluation.

Dear \_\_\_\_\_ :

We are planning to reevaluate your child for the following reason(s):

- The IEP team has reviewed existing evaluation data concerning your child and made the recommendation that there is a need for more information about your child. Additional information needed includes:  
\_\_\_\_\_
- Parental request for reevaluation.
- Other (Please specify):  
\_\_\_\_\_

**ANNOTATION:**

The LEA checks the appropriate box and indicates the reason for the reevaluation. The first option may be checked when, after the IEP team including the parent, and a certified school psychologist when reevaluating a child for autism, ED, MR, MD, OHI, SLD, or TBI, have reviewed

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the existing evaluation data as part of the reevaluation process, and determined that additional data are needed to determine the child's needs and eligibility regarding special education services. The other options are checked if a reevaluation is requested by the parent, teacher or other entity.

For more information about the reevaluation process, refer to the publications, "Reevaluation Process for Students with Disabilities" and "The Special Education Reevaluation/IEP Process," which can be found under publications on the PaTTAN website at [www.pattan.net](http://www.pattan.net) or by calling PaTTAN at 800-441-3215.

In the proposed reevaluation, we will use the following types of assessment tools, tests and procedures:

### ANNOTATION:

This section should include the types of assessment tools and/or the kind of information the assessment will measure and collect rather than the names of tests. The assessments may include, but are not limited to: a test of cognitive ability, reading and/or math assessments, behavioral assessments, classroom observations, and age-appropriate vocational assessments. The information in this section should be individualized for each child and should directly relate to the reason(s) for referral. All assessments and other evaluation materials must be:

- free of racial or cultural bias;
- given in the language and form most likely to provide accurate information (i.e., what the child knows and can do academically, developmentally, and functionally), unless it is not feasible;
- used for purposes for which the assessments or measures are valid and reliable;
- administered by trained and knowledgeable personnel; and
- administered as instructed by the test maker.

Consent must be requested before we can begin the reevaluation. However, please be aware that after reasonable attempts, if we have not received a response from you, we are permitted by law to proceed with the reevaluation.

### ANNOTATION:

Parental consent is not required for the review of existing data by the IEP team as part of a reevaluation, or before administering a test or other evaluation that is administered to all children unless consent is required of parents of all children. Screening a student to determine appropriate instructional strategies is not considered to be an evaluation for eligibility for special education and related services. Screening does not require parental permission.

Reasonable efforts must be made to get informed consent from the parent before beginning the reevaluation. These reasonable attempts may include phone calls, emails, return receipt mail, and home visitation and **MUST** be documented. **If the parent does not respond to reasonable efforts to obtain consent, the school may proceed with the reevaluation process.**

A team will conduct the proposed reevaluation. As the parent(s), you are a member of the reevaluation team. Any information you can provide is important to us. Please send your ideas and concerns to us in writing or contact the person listed below if you would prefer to discuss your concerns. If a team meeting is held you will be invited. Information from all team members will be considered during the reevaluation process.

### ANNOTATION:

Parent information and input are important. The LEA will develop a form and/or process for collecting parent input. This information may be provided in writing, via phone, through conversation, etc.

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The team will determine whether your child continues to be in need of and eligible for special education and related services. The results of the reevaluation will be outlined in a *Reevaluation Report (RR)*. If your child continues to need special education, recommendations will be given to the Individualized Education Program (IEP) team.

The *Reevaluation Report* is to be completed and a copy given to you no later than 60 calendar days after we have received your written permission to reevaluate your child. This 60 calendar day timeline does not include the summer break. The 60 calendar day timeline will begin on the day we receive this signed *Consent Form* from you giving us permission to conduct the reevaluation.

**ANNOTATION:**

As of July 1, 2008, the timeline for reevaluation changed. The reevaluation must be completed within 60 calendar days of receiving the signed *Permission to Reevaluate - Consent Form*. The 60 day timeline does not include the summer break; however the days in all other breaks during the school year are counted (e.g., weekends, holidays).

**Keep a copy of this form for your records.**

If you have any questions, or if you need the services of an interpreter, please contact me.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DIRECTIONS FOR PARENT/GUARDIAN/SURROGATE:** Please check either item 1 or 2. Select item 3 if desired.

- 1.  I consent to a reevaluation.
- 2.  I do not consent to a reevaluation; I would like to schedule:
  - Mediation
  - Due process hearing
- 3.  I would like to schedule an informal meeting with school personnel to discuss this request.

**ANNOTATION:**

Parents have three options for responding to this form:

- 1. If consent for a reevaluation is given, the reevaluation must be completed within the required timeline.
- 2. If the parent refuses consent, the LEA must not proceed with an evaluation, and does not violate its obligation to provide free, appropriate public education (FAPE). The LEA may pursue due process to obtain consent but is not required to do so. Parents always have the right to formally request one of the options listed below, or they may prefer to meet informally to reach agreement:

Mediation: IDEA 2004 revised several provisions of procedural safeguards. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to mediation.

Due Process Hearing: When a parent checks this box, the LEA has the obligation to provide the parent with the *Due Process Complaint Notice* form and the *Procedural Safeguards Notice*. A parent filing a due process complaint must provide a copy to the LEA and to the Office for Dispute Resolution. LEAs and parents should consult the *Procedural Safeguards Notice* for detailed information related to due process hearings.

- 3. Finally, a parent may need more information about the proposed reevaluation and request a meeting with the LEA. After discussing the request in an informal meeting, the parent then may choose option 1 or 2.

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**SIGN HERE:**

\_\_\_\_\_  
Parent/Guardian/Surrogate Signature

\_\_\_\_\_  
Date (mm/dd/yy)

\_\_\_\_\_  
Daytime Phone

**PLEASE RETURN THIS ENTIRE FORM TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A copy of the *Procedural Safeguards Notice* is available upon request from your child's school. This document explains your rights, and includes state and local advocacy organizations that are available to help you understand your rights and how the special education process works.

For help in understanding this form, an annotated *Permission to Reevaluate - Consent Form* is available on the PaTTAN website at [www.pattan.net](http://www.pattan.net) Type "Annotated Forms" in the Search feature on the website. If you do not have access to the Internet, you can request the annotated form by calling PaTTAN at 800-441-3215.

**ANNOTATION:**

Each of the forms used in this process may be found on the PaTTAN website at [www.pattan.net](http://www.pattan.net) or by calling PaTTAN at 800-441-3215.