



# Notice of Reevaluation

SCHOOL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 DATE \_\_\_\_\_  
 RE \_\_\_\_\_  
 ID NUMBER \_\_\_\_\_

Dear \_\_\_\_\_

It is necessary to conduct a reevaluation to determine whether your child continues to be a child with a disability and in need of special education services. The individualized education program (IEP) reevaluation committee, which includes you and appropriate school staff, will meet to discuss your child's educational needs. This meeting is scheduled for (date) \_\_\_\_\_ at (time) \_\_\_\_\_ at (place) \_\_\_\_\_.

School staff who will be present at this meeting include:

- Principal or Designee
- Special Education Teacher
- Psychologist
- Social Worker
- General Education Teacher
- Other \_\_\_\_\_

Additional individuals may attend at the request of the parent or the school.

The purpose of this meeting is to review existing evaluation data, including current classroom based assessment, observations by teachers and related services providers, progress toward meeting IEP goals and any assessments and information that you may wish to provide. On the basis of the review and your input, the IEP reevaluation committee will identify what additional data, if any, are needed to determine whether your child continues to have a disability and continues to need special education services.

If no additional data are required, you will be informed in writing of that decision and the reason for it. Based on available data, the IEP reevaluation committee will determine whether your child continues to be a child with a disability and in need of special education services. You have the right to request assessments be done prior to an eligibility determination.

If the IEP reevaluation committee determines that additional data are needed, your consent will be required prior to conducting any assessments. When the assessments are completed, an opportunity will be provided for you to discuss the results. You will be notified of the eligibility meeting. A determination will be made as to whether your child continues to be a child with a disability and in need of special education services.

If your child is determined to no longer be eligible for special education, and you consent with this determination, the committee may recommend an evaluation under *Section 504 of the Rehabilitation Act*, as amended. If the committee recommends an evaluation, parents have the right to participate in the process, and your written consent is required prior to the initiation of the evaluation process.

Parents of a child with a disability have protection under the procedural safeguards. A copy of *Your Family's Special Education Rights (Virginia Procedural Safeguards Notice)* and *Section 504 of the Rehabilitation Act of 1973 Procedural Safeguards* are enclosed for your information. Additional copies of these documents are available at the school or on-line at <https://www.fcps.edu/sites/default/files/media/forms/se4.pdf> and <https://www.fcps.edu/sites/default/files/media/forms/se92.pdf>. Should you desire assistance in understanding the provisions of these procedural safeguards, please call Due Process and Eligibility at 571-423-4470.

If you have any questions regarding the upcoming meeting, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Enclosures