

Morgan County Schools
Checklist for Reevaluation Requirements

(Name of Student)	(School)	(Case Manager)
1. <input type="checkbox"/>	10 day notice for meeting to review screening information, or waiver signed	
2. <input type="checkbox"/>	Vision and Hearing Screening Completed	
3. <input type="checkbox"/>	Parent input completed	
4. <input type="checkbox"/>	Classroom teacher observation completed and signed	
5. <input type="checkbox"/>	Special Education observation completed and signed	
6. <input type="checkbox"/>	Related Service Provider(s) observation completed and signed, if relevant	
7. <input type="checkbox"/>	Section I—Background completed	
8. <input type="checkbox"/>	Section II—IEP and Record Review completed	
9. <input type="checkbox"/>	Section III—Assessment—All relevant pages completed and signed for the student’s particular eligibility	
10. <input type="checkbox"/>	Section IV—Classroom-Based Assessment—all relevant sections completed	
11. <input type="checkbox"/>	Section V—Decision—All boxes checked yes or no	
	<input type="checkbox"/> All appropriate signatures	
	<input type="checkbox"/> Assessment plan is completed if needed	
	<input type="checkbox"/> Parent checked boxes and signed under the Procedural Agreement in the appropriate area	
12. <input type="checkbox"/>	Eligibility report completed (if necessary at this time. Possibly not completed until after assessments are complete)	
	<input type="checkbox"/> One box checked under eligibility determination	
	<input type="checkbox"/> Appropriate signatures (including at least the Parent, LEA, Classroom teacher, SPED teacher, Assessment Specialist)	
	<input type="checkbox"/> Parent received copy of the report (reevaluation packet)	
13. <input type="checkbox"/>	Prior Written Notice is complete with a narrative written for each question. No N/A's or "None"	
14. <input type="checkbox"/>	10 day notice for meeting to review assessment results, if needed, or waiver signed	
15. <input type="checkbox"/>	Assessment reports included for all testing that was completed	
16. <input type="checkbox"/>	Eligibility report completed (if necessary at this time)	
	<input type="checkbox"/> One box checked under eligibility determination	
	<input type="checkbox"/> Appropriate signatures (including at least the Parent, LEA, Classroom teacher, SPED teacher, Assessment Specialist)	
	<input type="checkbox"/> Parent received a copy of the report	
17. <input type="checkbox"/>	Prior written notice is completed with a narrative written for each question. No N/A's or "None".	

(Case Manager Signature)	(Date)
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