

**REQUEST FOR CONSENT FOR A REEVALUATION (Annotated)**

Child's Name:

For LEA Use Only:  
Date of Receipt of Signed Request  
For Consent for a Reevaluation  
\_\_\_\_\_

**REQUEST FOR CONSENT FOR A REEVALUATION (Annotated)**

**School Age**

**ANNOTATION:**

This form is issued after:

1. The Local Education Agency (LEA) has issued the *Prior Written Notice for a Reevaluation* form before initiating the reevaluation process
2. The IEP team has reviewed the student's existing evaluation data and determined that additional data are needed.

The purpose of this *Request for Consent for a Reevaluation* form is to seek parental consent to conduct additional assessments that are needed to complete the *Reevaluation Report*.

This *Request for Consent for a Reevaluation* form should be sent out early enough in the reevaluation process to allow the LEA to make multiple contacts, if needed, so that the *Reevaluation Report* will be completed by its biennial or triennial due date.

The school (LEA) will record the business date that the Request for Consent for a Reevaluation is received by the school (LEA). This date of receipt of informed written consent will act as documentation and begin the 60-calendar day timeline for completion of the *Reevaluation Report*.

Consent for a reevaluation does not give consent to the school (LEA) to change the provision of special education and related services.

<b>Date Sent (mm/dd/yy):</b>	
<b>Child's First &amp; Last Name:</b>	
<b>Parent/Guardian/Surrogate Name:</b>	
<b>Parent/Guardian/Surrogate Address:</b>	

**REQUEST FOR CONSENT FOR A REEVALUATION (Annotated)**

Child's Name:

Dear \_\_\_\_\_,

The school (LEA) proposes to conduct additional assessment because the IEP team, including you the parent, has reviewed your child's existing educational data and determined there is a need for additional information.

Additional information will assist the evaluation team in determining:

- Whether your child continues to be a child with a disability;
- The educational needs of your child;
- The present levels of academic achievement and related functional needs of your child;
- Whether your child continues to need special education and related services; and
- Whether any additions or modifications to the special education and related services are needed to enable your child to meet the measurable annual goals set out in the IEP, and to participate, as appropriate, in the general education curriculum.

**The following types of tests and assessments will be administered to your child to gather additional information:**

**ANNOTATION:**

This section should include the types of assessment tools and 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, tests 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 student's educational performance. 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);
- used for purposes for which the assessments or measures are valid and reliable;
- administered by trained and knowledgeable personnel.

## REQUEST FOR CONSENT FOR A REEVALUATION (Annotated)

Child's Name:

### PARENTAL CONSENT FOR A SPECIAL EDUCATION REEVALUATION

Upon receipt of parental consent, an evaluation team will conduct additional tests and assessments. As the parent(s), you are a member of the evaluation team and will be included in the reevaluation process and receive a copy of the *Reevaluation Report*. The reevaluation procedures do not require a meeting prior to receipt of the *Reevaluation Report*.

Consent must be requested before the evaluation team can begin the additional tests and assessments. However, please be aware that after reasonable attempts have been made and documented, *if the school (LEA) has not received a response from you, the school (LEA) is permitted by law to proceed with the reevaluation.*

The evaluation team will determine whether your child continues to be a child with a disability and the educational needs of your child. The results of the reevaluation will be included in a *Reevaluation Report (RR)*. If your child continues to be eligible for special education, you will be invited to participate in an *Individualized Education Program (IEP)* team meeting. The *IEP* will outline the special education and related services that will be provided to your child.

### TIMELINE FOR A SPECIAL EDUCATION REEVALUATION

The *Reevaluation Report* must be completed within 60 calendar days from the date of the school's (LEA's) receipt of a signed *Request for Consent for a Reevaluation*, excluding summer break. Reevaluations must re-occur every 3 years, or 2 years for students with intellectual disability; from the date of the *Evaluation Report*; prior *Reevaluation Report*; or *Agreement to Waive Reevaluation*.

Please read the enclosed *Procedural Safeguards Notice* that 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

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

#### ANNOTATION:

Reasonable efforts must be made to obtain informed consent from the parent before beginning the reevaluation with additional assessments. 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 (LEA) may proceed with the reevaluation process including additional assessments. The school (LEA) will develop a form and/or process for collecting parent input. This information may be provided in writing, via phone, through conversation, etc.

### DIRECTIONS FOR PARENT/GUARDIAN/SURROGATE:

Please **indicate your option for the LEA to conduct additional tests and assessments**, sign, and return this entire form to the school (LEA).

1.  I would like to schedule an informal meeting with school (LEA) personnel to discuss this action
2.  I give consent to the proposed action of the school (LEA).
3.  I do **NOT** give consent to the proposed action of the LEA and request the following:
  - Informal Meeting with School (LEA) Personnel
  - Mediation\*\*
  - Due Process Hearing\*\*

**REQUEST FOR CONSENT FOR A REEVALUATION (Annotated)**

Child's Name:

\*\*To initiate mediation or a due process hearing, as the parent you must submit your request to the Office for Dispute Resolution (ODR). To learn more about this process, contact the Special Education Consult Line at 800-879-2301 or visit the ODR website at [www.odr-pa.org](http://www.odr-pa.org).

**ANNOTATION:**

Prior to conducting a reevaluation that requires additional assessments, the school (LEA) must seek prior written consent from the parent. Parents have options in responding to this form:

1. A parent may need more information about the proposed additional assessments and evaluations, and request an informal meeting with the school (LEA).
2. If the parent provides written consent for a reevaluation, the reevaluation must be completed within the required timeline.
3. If the parent refuses to provide written consent, the parent or guardian may request an informal meeting with school (LEA) personnel, mediation, or a due process hearing.
4. To initiate mediation or a due process hearing, parents must submit their request to the Office for Dispute Resolution (ODR). When a parent requests a due process hearing, the school (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 school (LEA) and to the Office for Dispute Resolution. Schools (LEAs) and parents should consult the *Procedural Safeguards Notice* for detailed information related to due process hearings.
5. To learn more about mediation or due process, contact the Special Education ConsultLine at 800-879- 2301 or visit the ODR website at [www.odr-pa.org](http://www.odr-pa.org).

**SIGN HERE:**

\_\_\_\_\_

Parent/Guardian/Surrogate Signature
Date (mm/dd/yy)
Daytime Phone

**PLEASE RETURN THIS ENTIRE FORM TO:**

<b>School (LEA) Contact</b>		<b>Email</b>	
<b>Position</b>		<b>Phone</b>	

For help in understanding this form, an annotated version can be found on the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once on the PaTTAN home page, select the *Legal* tab, then select *Special Education Forms*, and then *Annotated Forms*.

If you do not have access to the Internet, call PaTTAN at 800-441-3215 and request a copy of the annotated form.