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| Monitor’s Name: | | | Date of Review: | | | |
| District: | | | School: | | | |
| Student’s Name: | | Date of Birth: | | | Age: | Grade: |
| Eligibility Category: | Secondary Eligibility: | | | Eligibility Date: | | |
| NOTES: | | | | | | |

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| **Record Review Item** | **Regulation 34 C.F.R. or SBP 72.19** | **Record Review Question** | **Compliant** | **Evidence** | **Potential Source(s) of Documentation** |
| CFR-1 | 300.303(1)(2) | Did the public agency provide a reevaluation within the required 3 year period? | YES | The record shows that a reevaluation was conducted at least once every three (3) years. | Eligibility Determination Form |
| NO | The record shows that a reevaluation was not conducted within a three (3) year period. |
| CFR-2 | 300.304(a)  300.305(d)(1)(i)(ii) | Did the public agency provide notice to the parents of a child with a disability that describes any evaluation procedures the agency proposes to conduct? | YES | The record contains documentation that the public agency notified the child’s parents of –   1. That determination and the reasons for the determination 2. The rights of the parents to request an assessment to determine whether the child continues to be a child with a disability, and to determine the child’s educational needs | Notice for Reevaluation - No Additional Assessment Requested  Notice for Reevaluation – Additional Assessment Requested  Prior Written Notice |
| NO | The record does not show that the parent was notified in writing about the IEP/MET committee’s decision. |

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| **Record Review Item** | **Regulation 34 C.F.R. or SBP 72.19** | **Record Review Question** | **Compliant** | **Evidence** | **Potential Source(s) of Documentation** |
| CFR-3 | 300.305(e)(1) | Did the public agency conduct a reevaluation before determining that the child no longer is a child with a disability and/or continues to need special education services? | YES | The record shows that the public agency conducted a reevaluation before determining that the child no longer a child with a disability and in need of special education services. | Child Find procedures  (procedures manual)  MET referral forms  MET meeting  documentation forms  Eligibility Determination form  Prior Written Notice |
| NO | There is no documentation to show that a reevaluation was conducted to determine the child is no longer a child with a disability.  (i.e., the child no longer receives L/S services on the current IEP, but no documentation is available to prove the child has been dismissed from these services.) |
| NA | The child has not had a change in services and continues to be a child with a disability. |

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| **Record Review Item** | **Regulation 34 C.F.R. or SBP 72.19** | **Record Review Question** | **Compliant** | **Evidence** | **Potential Source(s) of Documentation** |
| CFR-4 | 300.305(a)  300.306(a)(1) | Did the public agency invite parents and others with knowledge of the child to participate in the IEP Committee meeting to review existing evaluation data to determine the need for comprehensive evaluation?  MET/IEP Team members may participate by (1) Being present at the meeting; (2) Using an alternate technology (e.g., phone conference); or  (3) Submitting written information or opinions. | YES | All of the appropriate members, including parents and others knowledgeable of the child, are invited to participate in the MET meetings using available methods.  All appropriate members participate in the MET meetings using available methods. | Documentation of MET  referrals with dates  Documentation of  invitations to MET  meetings  Records of MET  meetings with dates  of the meetings and  list of participants  IEP Review/Revision section of members present  Prior Written Notice |
| NO | All of the appropriate members, including parents and others knowledgeable of the child, were not invited to participate in the MET meetings using available methods. |

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| **Record Review Item** | **Regulation 34 C.F.R. or SBP 72.19** | **Record Review Question** | **Compliant** | **Evidence** | **Potential Source(s) of Documentation** |
| CFR-5 | SBP  300.303(a)  300.304  300.305  300.306  Special Education Eligibility Determination Guidelines pp. 303-305 | If the child was initially determined to be eligible with a ruling of Developmentally Delayed (DD), did the public agency conduct a reevaluation prior to the child’s 10th birthday? | YES | There is evidence that a comprehensive reevaluation was conducted prior to the child’s 10th birthday and a new eligibility other than Developmental Delay (DD) was in place by that date. | Eligibility Determination Report  MSIS Screen  IEP Review/Revision Dates  MET/IEP Documentation  Date of Comprehensive Reevaluation Reports |
| NO | There is evident that a comprehensive reevaluation was notcompleted prior to the child’s 10th birthday and a new eligibility other than Developmental Delay (DD) was not in place by that date. |
| NA | The child’s original eligibility was not Developmental Delay (DD) or the child has not reached his/her 10th birthday. |

**ADDITIONAL NOTES:**

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