

**MISSISSIPPI DEPARTMENT OF EDUCATION – OFFICE OF SPECIAL  
EDUCATION ON-SITE MONITORING RECORD REVIEW FORM  
ON-SITE MONITORING RECORD REVIEW FORM  
CHILD FIND – REEVALUATIONS ONLY**

Monitor's Name:		Date of Review:		
District:		School:		
<b>Student's Name, MSIS #, and Student Monitoring File #:</b>		Date of Birth:	Age: Gender:	
Eligibility Category:		Secondary Eligibility:		Eligibility Date:
NOTES:				
<b>REQUIRED: DOCUMENT NOTES BELOW FOR ALL COMPLIANT AND NONCOMPLIANT FINDINGS</b>				

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Record Review Item	Regulation 34 C.F.R. or SBP 74.19	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 – <ul style="list-style-type: none"> <li>1. That determination and the reasons for the determination</li> <li>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</li> </ul>	Notice for Reevaluation - No Additional Assessment Requested
			NO	The record does not show that the parent was notified in writing about the IEP/MET committee's decision.	Notice for Reevaluation – Additional Assessment Requested  Prior Written Notice

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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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CFR-4	300.305(a) 300.306(a)(1)	<p>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?</p> <p>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.</p>	YES	<p>All of the appropriate members, including parents and others knowledgeable of the child, are invited to participate in the MET meetings using available methods.</p> <p>All appropriate members participate in the MET meetings using available methods.</p>	<p>Documentation of MET referrals with dates</p> <p>Documentation of invitations to MET meetings</p> <p>Records of MET meetings with dates of the meetings and list of participants</p>
			NO	<p>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.</p>	<p>IEP Review/Revision section of members present</p> <p>Prior Written Notice</p>

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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 10 <sup>th</sup> birthday?	YES	There is evidence that a comprehensive reevaluation was conducted prior to the child's 10 <sup>th</sup> 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 not completed prior to the child's 10 <sup>th</sup> 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 10 <sup>th</sup> birthday.	

