

**JOHNSTON PUBLIC SCHOOLS**  
*Special Services*

**COMPLIANCE PROCEDURES**

Reevaluation: we are moving toward establishing the practice that all reevaluations are completed by the next 3 year reevaluation date. For example, we should be getting consent now for evaluations that are due in October and November.

Consent: when only meeting to get consent to reevaluate: you only need to document this in the PWN and Team Meeting Minutes form. Again, the Minutes should have all the signatures that constitute an IEP team, including parties that have the professional knowledge to determine what evaluations are necessary as they pertain to the student's prior eligibility (School Psychologist, SLP, OT, PT, LICSW, APE teacher, etc.). The team should discuss prior eligibility through a file review, progress toward goals, current grades, attendance, discipline and any other relevant data/information. All paperwork should be given to the LEA for assignments and processing.