

**School District Information**

**Notice of Recommendation  
Reevaluation for Special Education**

Date of Notice: [ ]

Insert parent name and address

Dear Parent or Guardian of [ ] DOB: [ ] Local ID number: [ ]

**DESCRIPTION OF ACTION PROPOSED OR REFUSED:**

Federal and State law require that the school district reevaluate your child's continuing eligibility for special education at least once every three years.

**Select One**

- This Notice is to inform you that the school district proposes to conduct a reevaluation to determine if your child continues to need special education services and, if so, to develop an individualized education program (IEP) that describes the special education services your child will continue to receive. You may also submit evaluation information which will be considered by the select CSE or CPSE as part of its reevaluation. Upon completion of the reevaluation, you will be invited to a meeting to review the results and to determine if your child continues to need special education services.

Description of the proposed reevaluation:

Your written consent is necessary before the district can arrange for the reevaluation. While you have the right to decline consent for any new tests or assessments as part of the reevaluation, please note that if you fail to respond to the Committee's attempts to obtain your consent for this reevaluation, the Committee may conduct the reevaluation without your consent.

If your child is a preschool child, in order for us to arrange for the additional recommended reevaluation(s), you must select an approved program with a multidisciplinary evaluation component to conduct the recommended evaluations. Enclosed is a list containing a description of each preschool program which has been approved to provide evaluations in this region and the procedures you should

follow to select an available program to conduct a timely evaluation of your child. Please select an approved evaluator from the enclosed list and notify us of your selection.

- This Notice is to inform you that the **select CSE or CPSE** proposes to conduct a reevaluation of your child's continuing need for special education programs and services based on a review of existing evaluation information. We do not plan to conduct any additional assessments unless you request that we do so. You may submit evaluation information which will be considered by the Committee as part of its reevaluation. You will be invited to a meeting to review the results of your child's existing evaluation information to determine if your child continues to need special education.
- This Notice is to inform you that a reevaluation of your child will not be conducted at this time.

**DESCRIPTION OF OTHER ACTION PROPOSED OR REFUSED:**

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**EXPLANATION OF WHY THE ACTION IS PROPOSED OR REFUSED:**

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**DESCRIPTION OF EACH EVALUATION PROCEDURE, ASSESSMENT, RECORD, OR REPORT USED IN THE DECISION TO PROPOSE THE ACTION:**

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**DESCRIPTION OF ANY OTHER OPTIONS CONSIDERED AND THE REASONS WHY THOSE OPTIONS WERE REJECTED:**

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**DESCRIPTION OF OTHER FACTORS THAT ARE RELEVANT TO THE PROPOSED ACTION:**

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**PARENTS OF A STUDENT WITH A DISABILITY HAVE PROTECTION UNDER THE PROCEDURAL SAFEGUARDS OF FEDERAL AND STATE LAW. BELOW IS A DESCRIPTION OF HOW A COPY OF THE NEW YORK STATE EDUCATION DEPARTMENT PROCEDURAL SAFEGUARDS NOTICE MAY BE OBTAINED:**


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**SOURCES FOR PARENTS TO CONTACT TO OBTAIN ASSISTANCE IN UNDERSTANDING THE SPECIAL EDUCATION PROCESS:**


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If you have any questions or would like to request a meeting to further discuss information contained in this notice please contact (name) at (telephone number).

Sincerely,

Enclosure

- List of preschool programs approved to provide evaluations and preschool evaluation program selection procedures for parents
- Parent consent form