



Ann Arbor Public Schools
STUDENT INTERVENTION & SUPPORT SERVICES

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FORMS INSTRUCTION MANUAL Section 10: Reevaluation Information

Student Evaluation Review (SER) Process

Note: BLUE text is from the Michigan OSE/EIS Evaluation Review Manual (5/27/2003).

WHAT is the PRIMARY PURPOSE of the SER?

The evaluation review must examine existing evaluation data to determine if additional data/evaluation is necessary to complete the student's IEP [34 CFR 300.533(a)(1)].

In this context, "reevaluation" means any evaluation conducted for the student after the initial evaluation. This may include evaluations to consider additional programs and services, such as speech and language or occupational therapy.

The public school district/agency must also evaluate a student with a disability before determining that the student is no longer a student with a disability. Evaluations under IDEA are either Initial Evaluations or Re-Evaluations.

WHEN is a Student Evaluation Review (SER) needed?

As part of an initial evaluation (if appropriate) and as part of any reevaluation, the IEP Team and other qualified professionals shall complete an evaluation review [34 CFR §300.320].

HOW OFTEN must we conduct an SER?

A reevaluation is required every 36 months. However, it may be necessary to conduct reevaluations earlier at the request of the student's parent or teacher. A reevaluation may occur not more than once a year unless the parent and public agency agree otherwise [34 CFR §300.303].

The SER will not be completed at the 2 Year IEPT meeting. The process must be completed during the current IEP year, and within **three months of the Reevaluation due date**. When a change of eligibility is being considered, the SER must be completed within a reasonable amount of time (i.e. 30 school days).

Under WHAT CONDITIONS is the Student Evaluation Review REQUIRED?

The SER is required when 1) re determining a student eligibility (at least every 36 months), evaluating the student for a possible change in eligibility under a different disability category, and 3) evaluating the student to terminate eligibility.

Is an SER needed BEFORE GRADUATION or when student is AGE-INELIGIBLE for Special Education?

The evaluation is not required before the determination of ineligibility due to graduation or exceeding the age of eligibility [34 CFR §300.534(c)(1)]. However, if a student is due for a three year reevaluation prior to graduation or exceeding the age of eligibility, a SER must be completed.

The SER form will be used either as a planning document for conducting further assessment (i.e. a full MET or an Evaluation Report) or as the 3 Year Reevaluation document itself. The SER form is **not required** to gather information/data to monitor progress on goals and objectives for annual IEPs.

WHO is responsible for completing the SER?

The case manager is responsible for ensuring participation and documentation of team participation in the SER process.

WHO should be involved in an SER?

The participants required to participate in a SER are the same as for an IEP Team. However, this DOES NOT mean that a SER MUST be completed at an IEPT meeting. See the exact legal language below.

The evaluation review is conducted by the IEP Team, meaning a group of individuals composed of [34 CFR §300.344]:

- (i) the parents of a child with a disability;
- (ii) at least one regular education teacher of such child (if the child is, or may be, participating); in the regular education environment);
- (iii) at least one special education teacher, or where appropriate, at least one special education provider of such child;
- (iv) a representative of the local educational agency who —
 - (I) is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of student's with disabilities;
 - (II) is knowledgeable about the general curriculum; and
 - (III) is knowledgeable about the availability of resources of the local educational agency;
- (v) an individual who can interpret the instructional implications of evaluation results,
- (vi) at the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child including related services personnel as appropriate; and
- (vii) whenever appropriate, the child with a disability.

Completing the SER form can be a formal or informal process but must include all IEP team members. **Note:** All members who are required to determine eligibility must participate in the planning process even if they are not currently providing services.

Does the SER need to be a FORMAL MEETING?

No, IDEA clearly indicates that an evaluation review does not have to be a meeting. [34 CFR §340.533(2)(b)] The SER form may be completed at a staffing, parent conference, or via telephone or electronic communication. Parent participation is required and every effort must be made to include them in the process. If the parent does not participate, the district must document its effort to obtain information from the parent. This documentation must be indicated in the space provided for parent input. *If a parent refuses to give consent to the proposed evaluation or makes unusual requests, contact the Assistant Director assigned to the building.*

Is PARENTAL CONSENT NEEDED for the Content of an SER?

Each public agency shall obtain informed parental consent prior to conducting any reevaluation of a student with a disability, except that such informed parent consent need not be obtained if the local educational agency can demonstrate that it had taken reasonable measures to obtain such consent and the student's parent has failed to respond. [34 CFR §300.505(a)].

If the parent does not participate in the completion of the SER, document your attempts to contact the parent in that section of the form. *If a parent refuses to give consent to the proposed evaluation or makes unusual requests, contact the Assistant Director assigned to the building.*