

PROCESS FOR *INITIAL* REED, MET AND IEP

What are the steps when a student is being considered for a special education assessment (REED Process)?

1. Intensive, explicit, tiered student intervention has already been implemented and progress monitored over time through the Child Study Process. Interventions should be documented and progress or lack of, discussed with the parent.
2. In order to begin the REED process please activate the student in Ed Plan by completing the **Student Activation Form (on the COP website), which is then immediately sent to the COP ESD office.** A Case Manager must be assigned in Ed Plan.
3. COP Staff will complete the REED form with local district staff and parent. The REED must be **completed and “Finalized” in Ed Plan (no longer in DRAFT format).** If a **person other than the Case Manager will finalize the REED form, this should be determined at the REED meeting.** If student evaluation will take place, the REED form should be sent to the COP ESD office.
4. If a written parental request for assessment has been received, the process described above (#1) should be reviewed with the parent within 10 school days and discussion held about the need for further data being obtained through special education assessment. A REED meeting may be scheduled to consider/discuss rate of progress and potential need for further assessment. **NOTE – the REED team will determine through discussion if/what assessment will occur.**