

## WHEN SHOULD THE REED PROCESS OCCUR?

**\*\*COP ESD staff should always be involved in the REED process and completion\*\***

### 1. FOR INITIAL EVALUATIONS

- Send *Finalized* REED to the COP office as soon as completed

### 2. WHEN CONSIDERING ASSESSMENT TO DETERMINE IF THERE IS AN ADDITIONAL OR DIFFERENT DISABILITY

In this situation the following steps should occur:

- Hold the REED meeting to determine if further assessment is necessary
- When further assessment is required, send the *Finalized* REED to the COP office with:
  - Finalized re-eval IEP invitation
  - Finalized IEP with FAPE Notice
  - MET (eligible or ineligible)

### 3. WHEN “NO FURTHER INFORMATION/ASSESSMENT IS DETERMINED FOR A RE-EVALUATION

- Send in *Finalized* REED with the re-eval invitation and *FINALIZED IEP* to the COP office

### 4. WHEN FURTHER ASSESSMENT IS DONE FOR RE-EVALUATION

- Send in *Finalized* REED to the COP office with:
  - Finalized re-eval IEP invitation
  - Finalized IEP with FAPE Notice
  - MET (eligible or ineligible)

### 5. TO DOCUMENT DISCUSSION ABOUT THE POSSIBLE NEED FOR SPECIAL EDUCATION ASSESSMENT

At times, during the intervention and progress monitoring process, some team members may begin to question the possibility of a special education disability while others may feel that the intervention process needs further time, fidelity or adjustment. Holding a REED meeting to document the sharing of data and discussion is highly advised.

### 6. WHEN AN EVALUATION IS DONE TO DETERMINE THAT A STUDENT IS NO LONGER ELIGIBLE FOR ANY EXISTING DISABILITY AREA

- Send the *Finalized* REED, ineligible MET, re-eval IEP invitation and the IEP to the COP office

**\*\*ALL DOCUMENTS SHOULD BE *FINALIZED* AND SENT TO THE COP OFFICE WITHIN 10 CALENDAR DAYS\*\***