

ALBEMARLE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES
401 McINTIRE ROAD
CHARLOTTESVILLE, VA 22902
(434) 296-5885

PARENTAL NOTIFICATION FOR RE-EVALUATION: REVIEW EXISTING DATA

Date: ____/____/____

Dear _____ :

We plan to initiate your child _____'s re-evaluation. The evaluation will be a review of existing data (reports, observations, school records, existing evaluations). This decision was based on information from a variety of sources including past evaluations, any input you have provided as a parent, and current classroom based assessments and observations. The rationale for limiting the re-evaluation to existing data is as follows:

The IEP Team feels it can determine the following with existing data available for review:

- That your child continues to have a disability
- The present levels of performance and educational needs of your child
- That your child continues to need special education and related services
- Whether any modifications to the special education and related services are needed to enable your child to meet the measurable annual goals set out in the IEP of the student and to participate, as appropriate, in the general curriculum.

You have the right to request an evaluation if you feel is needed to determine whether your child has a particular category of disability; present level of performance and / or to identify educational needs; whether your child needs special education and related services; or whether any additions or modifications to the special education or related services are warranted to meet IEP goals and objectives or to participate in the general curriculum. Please notify me within 10 days if you are requesting standardized testing. At this time, we will continue with the re-evaluation process.

An IEP meeting will be scheduled and you will be notified of the time and place of the meeting. We look forward to working with you and your child. Please contact me if you have any questions or concerns or you would like a copy of the Procedural Safeguards.

Sincerely,

Name

Title

Phone number