

Initial Planning & Re-Evaluation Meetings

Initial Planning Meeting

Purpose: To begin the process of evaluating a child for the first time to see if they are eligible for special education services. An initial planning meeting can be requested for any child within the 3-21 age range if a disability is suspected.

Key Timeline Benchmarks

Before the initial meeting can take place, a parent, teacher, or school staff makes a referral for evaluation. After parental consent, the timeline is set for 60 calendar days to complete all testing. Assessments include: social, psychological, educational, specialized (Speech, OT, PT), and can include a Functional Behavioral Assessment.

- The team reviews the evaluation data and decides if the student qualifies for special education.
- The Initial Individualized Education Program meeting must be scheduled and held within 30 days of that eligibility determination.

What to Expect

- Discussions to determine the areas that need to be evaluated.
- The team will review existing information and decide what formal evaluations are necessary.
- Parents will need to provide consent for the evaluations to be conducted.
- View [Parental Rights in Special Education](#).

Re-Evaluation Meeting

Purpose: To determine if a student who already has an Individualized Education Program (IEP) still requires special education services and whether new assessments are needed.

Key Timeline Benchmarks

New Jersey requires that every student with an IEP be considered for re-evaluation every 3 years, this is known as a triennial review.

- The re-evaluation planning meeting must occur within 20 calendar days of a referral for re-evaluation.
- The school district has 60 calendar days to complete all testing. Once the evaluations are finished, copies must be provided to the parent at least 10 calendar days before the eligibility meeting.

What to Expect

- A review of all existing data, such as the student's current performance, academic progress, and previous evaluations.
- The team will discuss if the student continues to meet eligibility criteria and if their current placement is appropriate.
- Parents will receive a "Prior Written Notice" that details whether assessments are recommended or not. Prior Written Notice must contain a comprehensive description of the action proposed (or refused) by the school system.

Speak with a team member, fill out this [Form](#).

Please check out our [IEP Resources](#).