

The “scoop” on the *Review of Existing Evaluation Data (REED) Form*

- 1) When **dismissing a service when other services are still intact** (i.e., PT, OT, Resource Room, etc.), then the staff person who is dismissing must complete the *REED*. This must be shared with all the TEAM members so that everyone is aware of the service being dismissed. Parent must sign giving consent as well as making them aware of the dismissal. You do not need to attach a report...you may include your information/data for dismissal in the PLAAFP on the IEP.
- 2) When **dismissing (aka, exiting)** a student from special education all together, then the *REED* **must** also be filled out with all the TEAM members a part of the process. Everyone who is on the IEP as a service and/or a program **must** include a report to be attached to the IEP. The student, via the IEP, would then be designated ineligible by marking the box at the bottom as “ineligible.” A MET cover sheet is **not** necessary since there is a box to mark the student as “ineligible.” The *REED* along with any reports must be attached to the IEP.
- 3) When **changing the eligibility** of a student, the same process is followed as in step 2 above, however the box is marked “eligible” as another disability category. In this case, **a MET cover sheet is required** along with MET reports. All paperwork (the *REED*, all MET reports, and the MET coversheet) must be attached to the IEP.
- 4) Students who fall into the category of **Birth to 5 (or ECDD) MUST** be assessed/evaluated prior to dismissing services and/or programs.

(Revised 9/28/09)