

## **REED TIP SHEET**

### **Initial REED and Initial IEP Process**

1. REED document is completed, purpose is Initial Eligibility
2. PARENT CONSENT IS REQUIRED
  - If parent consent cannot be obtained, mail a formal letter seeking consent. If consent is not received after two letters are mailed, the student will remain in general education
3. Timeline begins with the date the consent is received by the school district.
4. IEP Meeting must be held within 30 school days. Evaluation and MET required
  - If an extension is agreed upon by parents, it must be signed before the original IEP due date.

### **Reevaluation REED - Data is sufficient in determining eligibility**

1. REED document is completed, purpose is reevaluation of eligibility
2. RE-Determination IEP meeting is held by the triennial due date
3. A new MET and report is not required. The current REED information should be reported in the Present Level section of the IEP

### **Reevaluation REED - Additional Data needed in determining eligibility**

1. REED document is completed, purpose is reevaluation of eligibility
2. Re-determination IEP meeting is held no later than the triennial due date
3. Provider evaluation/report is required
4. A MET is not required

### **Consider Change in Eligibility REED**

1. REED document is completed, purpose is consider change of eligibility
2. Re-determination IEP meeting is held within the timeframe established in the REED
3. Provider evaluation/report is required
4. If eligibility changes a new MET is required

### **Termination of Eligibility REED**

1. REED document is completed, purpose is Termination of Eligibility
2. Provider evaluation/report is required
3. MET is required

### **Initial REED - Move in to district from out of Michigan**

1. District completes Transfer In form, select option "District will provide comparable programs and/or services and hold new IEP within 30 days".
2. REED document is completed, purpose is Initial Eligibility
3. REED Decision - Data sufficient or additional data needed?
  - If data sufficient, IEP held within 30 school days
  - If additional data needed, obtain parent consent, IEP staff complete evaluation, write report, IEP held within 30 school days.
4. MET is required