

Review of Existing Data (RED) Meeting – (Initial Eval) Agenda

- I. **Introductions:** Everyone introduce themselves and their roles in the meeting
- II. **Procedural Safeguards:** Offer Parent/Guardian a copy. They should have received them with the invite to the meeting, but they are welcome to another copy and if they want explanation, you can provide that.
- III. **Purpose for a Review of Existing Data Meeting:** Explain that the team will present all current data on this student and determine if there is a need for further testing. Testing would be needed if there is a suspicion of disability under IDEA

“The purpose for today’s meeting is”

- IV. **Begin with the E-2** – Explain each area as you get to it and report the information you already have collected and facilitate discussion in each area from team members, including parent/guardians, when needed (i.e. academics, behavior, language, etc.). Make sure you summarize each area with whether or not it appears further testing is needed.

The areas to be covered:

Vision	Motor	Intellectual/Cognitive	ACAD ACH
Hearing	Speech	Adaptive Behavior	Transition
Health	Language	Social/Emotional/Behavior	Assistive Tech

- V. **Make sure parents have understanding** – check often with parents and team members that there is understanding of each area and the teams’ decision.
- VI. **Upon completion of the last area of the E-2, summarize whether testing is needed or not.**
 - a. *If not*, there is no evidence that leads to a suspicion of disability at this time, so the child will continue as ineligible under IDEA, no further testing.
 - b. *If testing is needed*, explain to the parent/guardian the Notice of Consent and schedule the staffing (if possible) – making sure parent is informed as to what will happen between this meeting and the staffing – all testing, observations, etc.
- VII. *If testing*, the Psych Examiner is to explain that eligibility is 2-pronged and how that works. Give parents a copy of what they signed (**Notice of Consent**) and a **Social/Developmental history form** to fill out later.

Elementary (Gr. K-6) Review of Existing Data (RED) Meeting Notes for LEA

Student: _____ **School:** _____ **Date:** _____

☐ A required **Release of Information** form (M-13) must be obtained for any person(s) attending this IEP meeting that were invited by the parent(s)/guardian(s).

☐ **1. Introduction of all Participants and their Roles in the meeting**

Name	Role	Name	Role
	LEA <i>(required)</i>		
	Special Education Rep. (required)		
	RegEd Teacher <i>(required)</i>		
	Parent/Guardian		

Parents Attended:

☐ *In Person*

☐ *By Phone*

☐ *Permission to Proceed*

☐ **2. Vision/Hearing:**
Discussions: _____

☐ **3. Health:**
Discussions: _____

☐ **4. Motor:**
Discussions: _____

☐ **5. Speech:**
Discussions: _____

☐ **6. Language:**
Discussions: _____

☐ **7. Intellectual/Cognitive:**
Discussions: _____

☐ **8. Adaptive Behavior:**
Discussions: _____

☐ **9. Social/Emotional/Behavior:**
Discussions: _____

☐ **10. Academic Achievement:**
Discussions: _____

☐ **11. Transition:**
Discussions: _____

☐ **12. Assistive Technology:**
Discussions: _____

☐ **13. Summary of Testing:** (List areas the team decides to test, if any.)
Discussions: _____

☐ **14. Additional Comments/Discussions:** _____