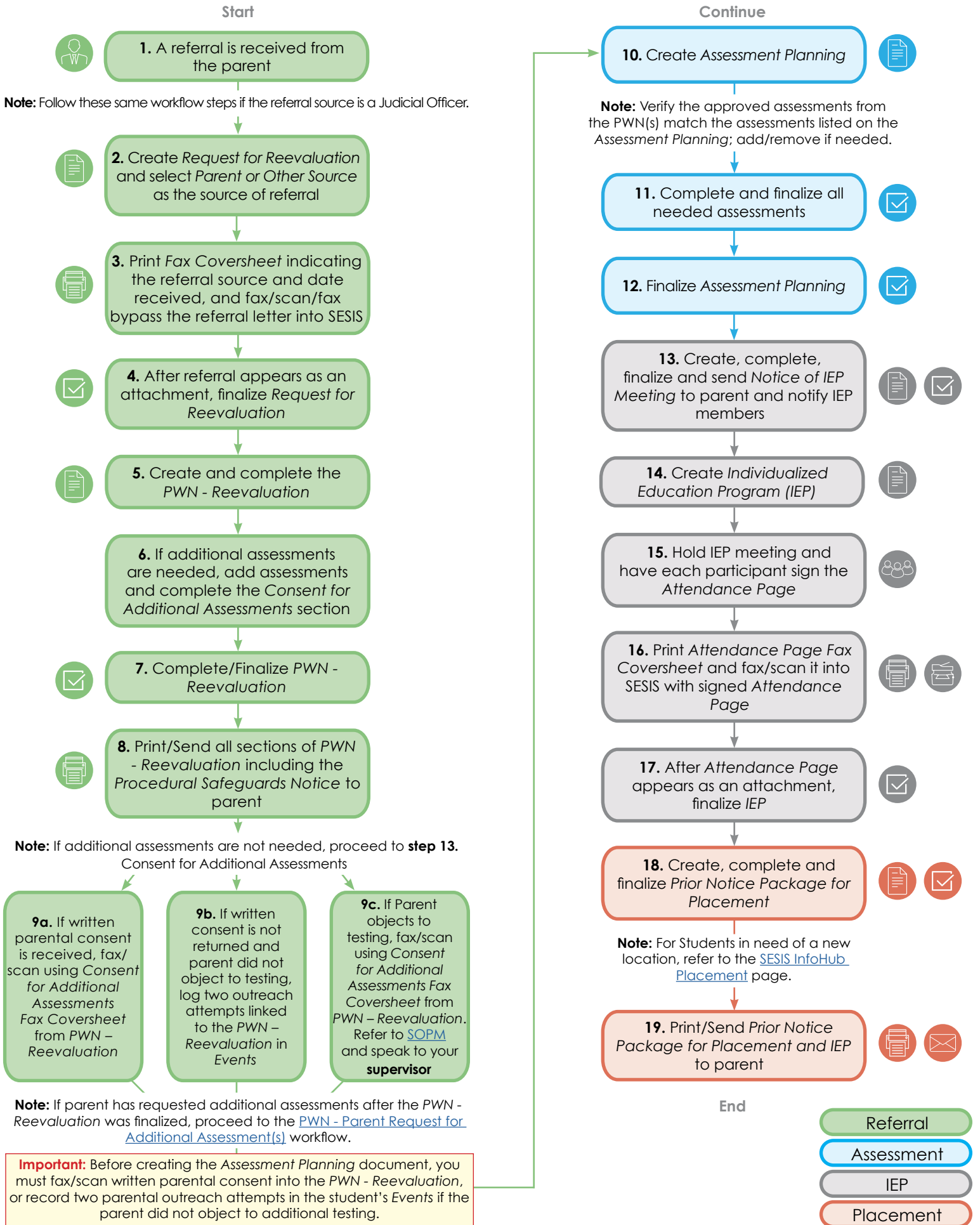


Major Workflows in SESIS - Request for Reevaluation - Parent

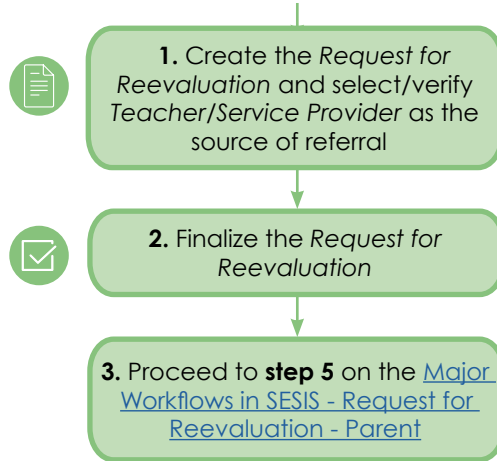


Request for Reevaluation – School Staff

The ability to finalize this type of request is limited to specific roles. If unable to finalize, reach out to your School Psychologist, Principal, or CSE Chairperson.

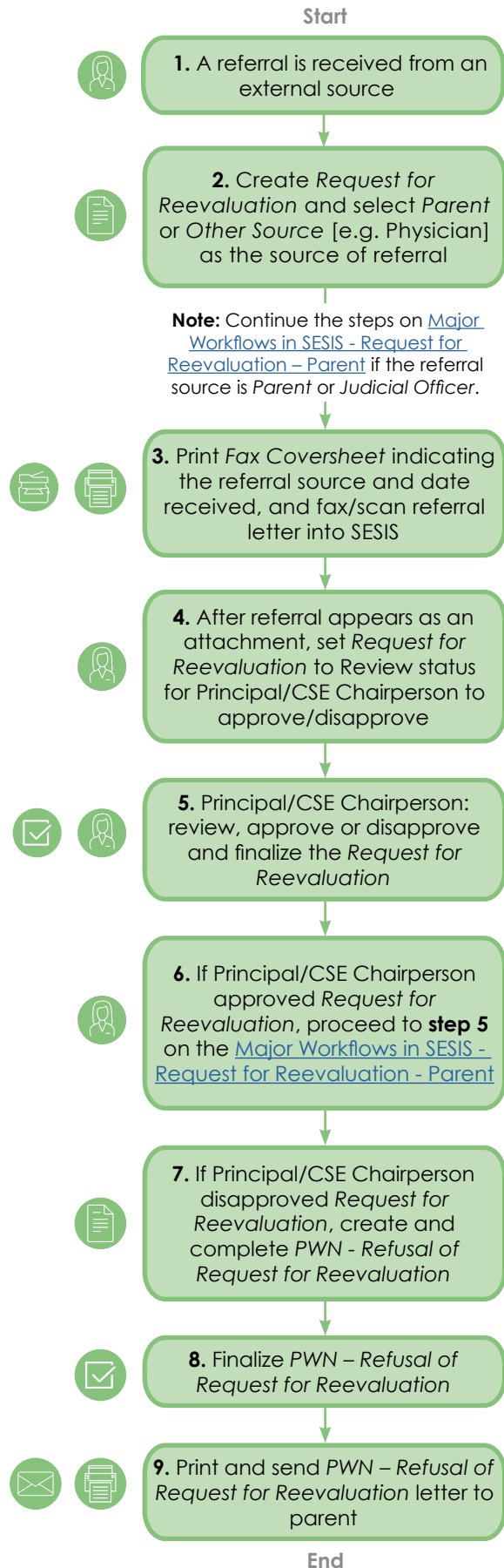
Start

Note: Continue the steps on [Major Workflows in SESIS - Request for Reevaluation – External](#) if the referral source is an external source other than parent or judicial officer.



End

Major Workflows in SESIS - Request for Reevaluation – External



PWN - Parent Request for Additional Assessment(s)

This workflow is to be completed if the parent requests to conduct additional assessments after the PWN - Reevaluation was finalized.

Start



1. Fax/Scan request from parent to conduct additional assessments into finalized PWN - Reevaluation



2. Create PWN - Parent Request for Additional Assessment(s)



3. Select requested assessment(s), indicate DOE Action, and complete all sections of PWN - Parent Request for Additional Assessment(s)



Note: If DOE disagrees to additional assessments, proceed to **step 5**.



4. If the DOE agrees to at least one assessment, complete Consent for Additional Assessments



5. Finalize PWN - Parent Request for Additional Assessment(s)



6. Print/Send all sections of PWN - Parent Request for Additional Assessment(s) including the Procedural Safeguards Notice to parent



Note: If DOE disagrees to the parent's request for additional assessments, and no additional assessments are listed in the finalized PWN - Reevaluation, proceed to **step 13** on [Major Workflows in SESIS - Request for Reevaluation - Parent](#)



Parent provides Consent for Additional Assessment



Parent does not return Consent for Additional Assessments



7a. If written consent is received, fax/scan using PWN - Parent Request for Additional Assessment(s) - Consent for Additional Assessment(s) Fax Coversheet



7b. If written consent is not returned, log two outreach attempts linked to PWN - Parent Request for Additional Assessment(s)

Note: When assessments are needed for the PWN - Reevaluation and PWN - Parent Request for Additional Assessment(s), consent must be attached or recorded as an event to the applicable PWN(s).

Continue to next page

Referral

PWN - Parent Request for Additional Assessment(s) continued

Continue

Important: Before creating the *Assessment Planning* document, you must fax/scan written parental consent into the *PWN - Parent Request for Additional Assessment(s)*, or record two parental outreach attempts in the student's *Events* if the parent did not object to additional testing.

8. Proceed to **step 10** on [Major Workflows in SESIS - Request for Reevaluation - Parent](#) to complete *Assessment Planning*, and verify needed assessments are added

End