



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 12, 2025

To: Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities

Route To: Directors of Special Education

From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Guidance for Timelines for Conducting Reevaluations

This memorandum provides guidance on the timelines for conducting a reevaluation of a student with a disability. Pursuant to N.J.A.C. 6A:14-3.8(a), a multi-disciplinary reevaluation must be completed within three years of the previous classification to determine whether the student continues to be eligible for special education and related services. However, a reevaluation may be waived if all parties agree it is unnecessary, and the parent provides written consent.

A reevaluation may occur earlier than three years if conditions warrant, or at the request of the parent or teacher. In accordance with N.J.A.C. 6A:14-3.8(e), when a reevaluation is conducted sooner than three years from the previous evaluation, all required components, including a review of existing evaluation data and any additional assessments, must be completed by the earlier of 60 calendar days from the date of written parental consent or the expiration of the three-year timeframe from completion of the prior evaluation. When a *reevaluation is completed* (emphasis added), N.J.A.C. 6A:14-3.8(f) requires a meeting of the student's IEP team to determine continued eligibility. A copy of the evaluation report(s) and documentation of eligibility must be provided to the parent at least 10 days prior to the meeting. If the student remains eligible, an IEP team meeting must be conducted to review and revise the IEP as necessary.

Pursuant to N.J.A.C. 6A:14-3.7(a), the IEP meeting must be held within 30 calendar days of determining eligibility. The entire reevaluation process must be completed within 60 calendar days of receiving parental consent, followed by the eligibility and IEP meeting(s) within the next 30 calendar days. While local education agencies (LEAs) may hold two separate meetings to meet these requirements, the Office of Special Education encourages consolidation whenever feasible. Under 20 U.S.C. §1414(d)(3)(E), LEAs are advised to combine eligibility determination and IEP meetings when appropriate.

Please note this reevaluation timeline does not apply to students transitioning from preschool to school-age programs. For these students, the reevaluation and eligibility determination must be completed by June 30 of the final year in the preschool program, regardless of when consent is provided by the parent.

Please direct questions to the Office of Special Education at (609) 376-9060 or oseinfo@doe.nj.gov.

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group