

GUIDELINES FOR TRIENNIAL WAIVERS:

- Parent and school district must agree to waive the Triennial Re-evaluation.
- Parent must sign and date the LEA waiver form. The date the parent signs will become the student's new disseminated date (anniversary date). The next re-evaluation or waiver will be due 3-years from this date.
- The waiver reevaluation information will be populated with the information from the previous evaluation. No changes can be made.
- Waivers cannot be requested if the evaluation is expired. There is an edit in SER: Parent Permission Date must NOT be > 3 years since prior disseminated date.
- Waivers cannot be conducted more than 6 months prior to the student's evaluation anniversary date. There is an edit in SER: Parent Permission Date must be > 2.6 years than previous disseminated date.
- Waivers can only be entered if the re-evaluation reason is Triennial Re-evaluation.
- IEPs must be completed by the annual anniversary date. The IEP Team Meeting Date does not need to equal the waiver date.
- The Richland Parish Pupil Appraisal Services Reevaluation/Waiver Teacher Interview (2 pages) must be filled out by the speech therapist.
- The Richland Parish School Board School Building Level Committee Screening Information-Waiver Only form (1 page) must be filled out by the SBLC.
- A SER Data Entry Form must be turned in with the Parent Waiver, Teacher Interview forms and SBLC Waiver form to Pupil Appraisal Secretary.
- Pupil Appraisal Tracking Form should be filled out and attached to all waiver forms.
- Copies should be sent to the parent, principal and speech therapist (also Occupational Therapist and Adaptive P.E. if the child receives these services).

