

TIMELINES CHART

Time Frame		Task
10 Calendar Days		<u>IEP MEETINGS</u> - Time to provide Prior Written Notice (PWN) to have a meeting unless parent waives that right - Time to respond to teacher/parent request to convene IEP meeting - Time to provide PWN to have meeting if incoming transfer student's old IEP is not being adopted <u>EVALUATIONS</u> - Time to provide PWN after Independent Educational Evaluation (IEE) is received for IEP team to convene to review results of IEE <u>STUDENT RECORDS</u> - Time to forward records if a request has been made by another district <u>REVOCATION OF CONSENT</u> - Time to provide confirmation of Revocation of Consent and PWN of Termination of Services
10 School Days		<u>IEP MEETINGS</u> - Limit to hold an IEP meeting for a transfer student if the old IEP is not being adopted - The wait period before implementing an IEP unless waived by parent <u>EVALUATIONS</u> - Time to provide PWN to parent about decision regarding a student's eligibility <u>DISCIPLINE</u> - Limit to suspend special education students without the need for a Manifestation Determination Review (MDR) or provision of services - Limit to convene the MDR, draft or review/revise FBA/BIP after student is suspended over 10 days (does NOT require PWN of 10 days to hold MDR)
IMMEDIATELY		<u>IEP MEETINGS</u> - Provide parent with copy of the IEP after the IEP meeting concludes - Provide parent with written notification of the district's recommendation after the IEP meeting concludes <u>DISCIPLINE</u> - The student must be provided special education services on the 11th day of suspension <u>REVOCATION OF SERVICES</u> - Services cease after revocation of consent for services is received <u>DUE PROCESS</u> - Contact Director of Special Education if a due process request is received
5 Calendar Days		<u>REVOCATION OF SERVICES</u> - Limit for district to send a written request once the parent makes an oral request to revoke consent <u>DUE PROCESS</u> - Limit the district has to request a hearing office after a due process request

3 School Days		<u>IEP MEETINGS & EVALUATIONS</u> Time to provide draft evaluation and IEP meeting documents to parents.
5 School Days		<u>HOMEBOUND INSTRUCTION</u> Timeline to initiate homebound instruction upon receipt of physician's certification
7 School Days		<u>EVALUATIONS</u> Limit to respond to parent request for an IEE by either agreeing to IEE or requesting due process
60 School Days		<u>EVALUATIONS</u> - From date of parental consent to complete an evaluation and hold eligibility and IEP meetings - If fewer than 60 school days remain in a school year, an evaluation and IEP must be completed - Limit to complete IEE from date of request
30 Calendar Days		<u>IEP MEETINGS</u> After an eligibility meeting to hold an IEP for placement as long as you do not exceed the 60 school days from the time of parental consent
14 School Days		<u>EVALUATIONS</u> Timeline to respond to parent request for an evaluation and complete a domain if deemed necessary
15 School Days		<u>STUDENT RECORDS</u> To respond to parental request to inspect or copy records
45 School Days		<u>STUDENT DISCIPLINE</u> Time a student can remain in an Interim Alternative Educational Setting (IAES) if a decision made at the MDR was to place student in an IAES due to weapons, drugs, or serious bodily injury
1 Business Day		<u>STUDENT RECORDS</u> To request a transfer student's records from their old school district if a student transfers in and a copy of the IEP is not received from the parent at the time of the transfer
10 Business Days		<u>IEP MEETING/STUDENT DISCIPLINE</u> Time to hold and IEP for IAES
1 Calendar Year		<u>IEP MEETINGS</u> Maximum amount of time between IEP annual reviews
3 Calendar Years		<u>EVALUATIONS</u> Maximum amount of time between re-evaluations
2 Weeks		VASE required time limit for submitting all records to VASE following any special education meeting (Domain, IEP, Eligibility IEP, MDR, etc.)