



# TIMELINE TRACKER

# SPECIAL EDUCATION

STUDENT NAME: \_\_\_\_\_

TASK	TIMELINE	DUE DATE	DONE
<b>Request for Evaluation to Notice of Proposal/Refusal</b>	14 days (calendar)		
<b>Initial Evaluation Report/Eligibility Determination</b> Date consent received: _____	30 school days		
<b>Initial IEP meeting</b> A meeting to develop an IEP still must be conducted within 30 calendar days of determining a student needs special education services. Date of Evaluation Report: _____	30 calendar days		
<b>Annual IEP meeting</b> Review the IEP periodically, but not less than annually. Date of Current IEP (meeting date): _____	1 year		
<b>Proposed Service Start date for Annual IEP</b> Date IEP Prior Written Notice Sent: _____	14 calendar days	No need to change services starts date if parent signs PWN prior to 14 days	
<b>Re-evaluation</b> Date of most recent Evaluation Report: _____	3 years		
<b>Re-evaluation</b> Date consent received for Re-Eval (or expiration of 14 calendar day wait time): _____	30 school days		
<b>Progress Reports</b> Frequency = at least as often as parents are informed of their nondisabled student's progress; e.g., concurrent with the issuance of report cards.			
<b>Secondary Transition</b> Transition to be addressed during grade 9, at the latest.			
<b>Transfer of Rights</b> Students and parents must be informed of the transfer of majority of rights by the student's 17 <sup>th</sup> birthday.	17 <sup>th</sup> Birthday Date		



## PART B SPECIAL EDUCATION TIMELINES

TASK	TIMELINE
IEP written and sent to parents	<b>10 School days</b> ** from the date of the IEP meeting
Start date of services on the services grid	<b>14 calendar days</b> or more from the date on the Prior Written notice (PWN)*
Initial evaluation report completed and sent to parents	<b>30 school days</b> from the receipt of consent*
Hold initial IEP meeting	<b>30 calendar days</b> from the date the student was found eligible
Start date of re-evaluation	Upon receipt of consent <b>or</b> <b>14 calendar days</b> from the date on the Evaluation PWN <b>(whichever comes first)</b>
Re-evaluation report complete and sent to parents	<b>30 school days</b> from the receipt of consent* <b>and</b> On or before date three years from the previous evaluation <b>(whichever comes first)</b>
Hold annual IEP meeting (continuing IEP)	On or before the date of the previous annual IEP meeting <b>and</b> <b>(if applicable)</b> <b>10 school days</b> ** from the date re-evaluation report sent to parents (whichever comes first)
Secondary transition evaluation	No later than the end of the student's 9 <sup>th</sup> grade year
Notice of transfer of parent rights	At least one year before the student's 18 <sup>th</sup> birthday

\* 14-day implied consent ONLY applies to continuing services; written consent MUST be obtained for initial evaluations and initial provision of services

\*\* Timeline established via internal procedure, based on interpretation of "reasonable amount of time"

When counting days, the date of the event is considered day "0" and the following day is day "1"