

Important Timelines Quick Reference at Glance - Part B (ages 3-21)

Pre-referral	
Action	Timeline
Request for Evaluation from parent - Requires PWN	Respond to Parent request (either verbal or written) within 14 calendar days . Choices on PWN include: - Proceed with eval - Propose conducting interventions before evaluating - Refuse Eval (must be supported)
Request for Evaluation from Teacher	Regular Education Teacher contacts parents and district student support team/system, and conducts pre-referral interventions.

Initial Evaluation	
Action	Timeline
Prior Written Notice to Conduct an Initial Evaluation	14 Calendar Days - If parents signs, proceed with evaluation. - If parent refuses, consult administrator
Conduct Evaluation	Evaluation must be completed within 30 School Days from the date permission is received.
Does not Qualify PWN	Within 14 Calendar days of determination that child is not identified as a child with a disability

Initial IEP	
Action	Timeline
Notice of a Team Meeting	Notify parents of the meeting early enough so they can attend the meeting. 14 Calendar days ahead of the meeting (rule of thumb), but could be less if parent agrees. Their attendance assumes they had enough notice. Document two attempts to schedule and hold meeting.
IEP Meeting	Meeting must be held within 30 School days of determining that the student qualifies.
Qualifies for services, initial IEP PWN	Send IEP with PWN within a " reasonable amount of time" after the meeting; follow 14 calendar rule of thumb maximum. - Services can start when signed permission is received. (Do Not Change Start Date on IEP). - if parent refuses consult administrator

Annual IEPs and Progress Reporting	
Action	Timeline
Annual IEP Meeting Notice	Notify parents of the meeting early enough so they can attend the meeting. 14 Calendar days ahead of the meeting (rule of thumb), but could be less if parent agrees. Their attendance assumes they had enough notice. Document two attempts to schedule and hold meeting.
Annual IEP Meeting	Hold meeting on or before the meeting day of the previous IEP
Annual IEP PWN	Send within a " reasonable amount of time" after holding the meeting (14 day rule); - Services can start when signed permission is received or after 14 calendar days. (Do Not Change Start Date on IEP if parent signs earlier). - if parent refuses consult administrator
Progress Report	At the same time as report cards - Minimum one progress report during the IEP.

Three Year Re-Evaluation	
Action	Timeline
Re-evaluation and Annual IEP PWN	Must be completed before three year anniversary of previous evaluation. - Plan enough time to meet evaluation and IEP timelines. - Begin when parent signs or 14 days.
Conduct Evaluation	Evaluation must be completed within 30 School Days from the date permission is received.
Annual IEP and Evaluation Results Meeting Notice	Hold meeting on or before the meeting day of the previous IEP
Annual IEP PWN	Send within a " reasonable amount of time" after holding the meeting (14 day rule); - Services can start when signed permission is received or after 14 calendar days. Project IEP start date 14 Calendar days from PWN. (Do Not Change Start Date on IEP if parent signs earlier). - if parent refuses consult administrator
No longer qualifies or in need of service PWN	Send within a "reasonable amount of time" after holding the meeting (14 day rule); - if parent refuses consult administrator