

# Special Education Timelines: A Reference Guide for Families

## REQUEST FOR INITIAL EVALUATION

Either a parent / guardian OR a public agency may initiate a request for an evaluation to determine if the student is a child with a disability.



Within 30 calendar days of the request for evaluation, the district of residence must do one of the following:

- Obtain parental consent for an initial evaluation OR
- Provide prior written notice (commonly referred to as a PWN or a PR-01) stating that the district will not conduct an evaluation and outlining their reasons why.

## GUARDIAN GIVES CONSENT FOR EVALUATION

The evaluation must be conducted within 60 calendar days of receiving parental consent.



- Documents to look for:
- Consent for Evaluation
  - Planning Form
  - Eligibility Determination / ETR
  - Prior Written Notice

## IF A DISABILITY IS PRESENT, AN IEP IS DEVELOPED

Within 30 calendar days of the ETR meeting, an Individualized Education Program (IEP) must be developed and presented to the parent / guardian.



## PROGRESS MONITORING

All students receiving specially designed instruction via an IEP should have progress towards their IEP goals reported to the parent/guardian **AT LEAST** each time grades are issued to the general student population.

## Additional Timelines

The school district must reevaluate the student at least triennially (every 3 years), OR:

- if the parent or teacher requests a reevaluation
- in order to make a change in disability category



The school district must review the IEP at least annually (once per calendar year), but a parent or other IEP team member may request additional review at any time.

