

SPECIAL EDUCATION TIMELINES: A QUICK 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.

