

## Timelines for Special Education

1. **INITIAL IEPs ONLY - Following a request for special education evaluation or a team decision to consider special education assessment**
  - a. A REED meeting must be held within 10 school days **from receipt of written request** (see Section 4 of *Process for Initial REED, MET and IEP* document)
  - b. Evaluation must be completed within 30 school days. (The “**date that the district receives the parent consent**” on the ***finalized*** REED form begins the 30 school day clock “ticking”)
  - c. Schedule the MET/IEP at the REED meeting, **paying attention to the due date that is calculated within Ed Plan. This can be found on the student’s “Eligibility” screen and also on the student’s list for “Projected Eligibility.”**
  - d. A delay form can be used to schedule a new ***mutually agreed upon MET and IEP for initial IEPs only***
  - e. The MET and IEP must be held within 30 school days
  - f. The MET and IEP must be finalized in Ed Plan within 10 calendar days of the IEP being held
  - g. The offer of FAPE must be made within 7 calendar days from the IEP
  - h. Parental Consent must be received within 10 calendar days from the offer of FAPE for Initial IEPs
  - i. If Parental Consent is not received at an Initial IEP, contact the parent and notify them in writing that the IEP process is ending (before the 10 calendar days). **Without parental consent an Initial IEP cannot be implemented!**
  - j. Implement the IEP within 15 school days from the offer of FAPE if parental consent has been received
  
2. **ANNUAL IEPs ONLY**
  - a. The Annual IEP must be held within 365 days of the previous offer of FAPE (admin signature on the Notice of Provision of Services). The 365 days is counted from the offer of FAPE in one school year to the offer of FAPE the following school year. **(NOTE: If an IEP is held on Sept. 5<sup>th</sup> one year and again on Sept. 5<sup>th</sup> the following year, it is one day LATE!)**
  
3. **RE-EVALUATION IEPs – WITH FURTHER ASSESSMENT**

Once the REED meeting is held and the district receives the parental consent:

- a. Schedule the MET/IEP at the REED meeting, **paying attention to the due date that is calculated within Ed Plan. This can be found on the student's "Eligibility" screen.**
- b. Evaluation must be completed and MET/Re-evaluation IEP must be held within 30 school days of the date the district receives the parent consent. It is important to be mindful that Ed Plan will calculate this date, starting a legal timeline for the MET/IEP team.
- c. The MET and Re-evaluation IEP must be finalized in Ed Plan within 10 calendar days of the IEP being held or prior to the annual IEP due date.

**4. RE-EVALUATION IEPs – WITHOUT FURTHER ASSESSMENT (Ex 36 month evaluation)**

Once the REED meeting is held to consider CURRENT student performance data, and the district receives the parental consent:

- a. The Re-evaluation IEP must be held prior to the 36 month anniversary date of the last MET/Re-evaluation IEP
- b. The IEP must be finalized in Ed Plan within 10 calendar days of the IEP being held but **prior to** the 36 month anniversary of the last Re-Evaluation IEP.
- c. It is advised that an annual calendar be created by case manager so that all Annual and Re-Eval IEPs can be planned well in advance of their due date.

**\*\*\*FINALIZE ALL DOCUMENTS\_ WITHIN 10 CALENDAR DAYS\*\*\***

**\*\*\*SEND FINALIZED DOCUMENTS TO THE COP OFFICE WITHIN 7 DAYS\*\*\***