

## GENERAL TIMELINES

<b>SPECIAL EDUCATION TIMELINES</b>			
<b>Initial Assessment and IEP Development</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Proposal of Assessment Plan (AP) of Initial Assessment *Attach Procedural Safeguards and Prior Written Notice (PWN)	15 calendar days from date of referral	*Exception of school breaks in excess of 5 school days *If a referral is received 10 days or fewer before the end of the school year, then the AP must be sent to parent within the first 10 days of the following school year	EC 56043(a) EC 56321(a)
IEP team meeting to review initial assessments	60 calendar days from the receipt of parent consent on the Assessment Plan, to determine eligibility and areas of need	*Student enrolls in another LEA/district  *Student is not made available	EC 56043(c) EC 56302.1
<b>IEP Meetings</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Annual IEP review	Not to exceed 12 months (365 days) from the date of the last IEP	N/A	EC 56043 (d), (j) EC 56343 (d) EC 56380
IEP team meeting to review reassessments including triennials	60 calendar days after the receipt of parent consent on the Assessment Plan	*Exception for school breaks in excess of 5 school days *If the referral is received 30 days or fewer before end of school year, the IEP is due within the first 30 calendar days of the next school year	EC 56043 (f) (l) EC 56343 (a) EC 56344 (a)
Parent requests an IEP meeting for a child with an existing IEP	30 calendar days after written request is received	*Exception for school breaks in excess of 5 school days *If a verbal request is made by the parent, the LEA/District must assist the parent in making the request in writing	EC 56043 (l) EC 56343.5



<b>IEP Meetings <i>continued</i></b>			
<b>Service</b>	<b>Timeline</b>	<b>Exception/Considerations</b>	<b>Regulation</b>
IEP to review student's lack of progress toward IEP goals	No specific timeline	Recommendation: Convene the IEP team within 30 days of determining that a student is demonstrating a lack of progress	EC 56343 (b)
Notify parents of the IEP team meeting and send the IEP Notice of Meeting	Early enough to ensure an opportunity to attend the meeting	Recommendation: At least 10 school days prior to the meeting date	EC 56043 (e) EC 56341.5 (b)
Notice of Procedural Safeguards	*Inform parent(s) of procedural safeguards at each IEP meeting *Give a copy of procedural safeguards at least once each school year	N/A	EC 56500.1 34 CFR 300.504
Implement the signed IEP	As soon as possible after receiving the signed IEP from the parent	Keep in mind that compensatory education could be owed if IEP is not implemented in a timely manner	EC 56043 (i) EC 56344 (b)
Progress reports on IEP goals provided to the parent(s)	As indicated on the IEP	Recommendation: At least as often as general education progress reports	EC 56345 (a) (3)
<b>Re-evaluations</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Triennial eligibility review	Every 3 years based on the date of the last triennial review	*May occur more often if needed, but no more than once per year, unless the IEP team agrees *Parent and LEA may agree in writing that triennial assessments are not necessary and may also agree to limit the scope of the review *Recommendation: Begin the triennial assessment process at least 90 days prior to the triennial review date	EC 56043 (k) EC 56381



<b>Re-evaluations <i>continued</i></b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Proposal for re-assessment	15 calendar days from the date of referral	*Exception for school breaks in excess of 5 school days *If a referral is received 10 days or fewer before the end of the school year, then the AP would be due within the first 10 days of the following school year	EC 56043 (a) EC 56321 (a)
<b>Individual Transition Plans (ITP)</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Individual Transition Plan (ITP)	Must be in the IEP when the student turns 16	ITP's must be reviewed annually	EC 56043 (g) (l) (h) EC 56341.5 (e) EC 56345 (a) (8)
Student informed of transfer of rights at age 18	Must be documented in the IEP when the student turns 17 that the transfer of rights has been discussed	Recommendation: Provide additional notice upon the student turning age 18	EC 56041.5 EC 56043 (g) (3) EC 56345 (g)
Notice to parent(s) of student's graduation from high school with a diploma	Prior Written Notice must be provided	N/A	EC 56500.5
<b>Independent Educational Evaluation (IEE)</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Respond to a request for an IEE	No specific statutory timeline, but should respond without unnecessary delay	Recommendation: respond within 10-15 calendar days after the request is received	34 CFR 300.502 (b)



<b>Discipline</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Provide parent(s) with notice of change of placement if student has been removed from current placement as well as a copy of procedural safeguards	Decision is made to remove student for disciplinary purposes for less than 10 school days	Refer to 34 CFR section 300.530	34 CFR 300.530 (h)
Conduct a manifestation review	Within 10 schooldays after the decision is made to remove the student for disciplinary purposes that result in the removal of the student for 10 days within the same school year	Refer to 34 CFR section 300.530	34 CFR section 300.530 (e)
<b>Student Records/Records Request</b>			
<b>Service</b>	<b>Timeline</b>	<b>Exceptions/Considerations</b>	<b>Regulation</b>
Provide parent(s) with copies of student records	After an oral or written request from parent(s); the records should be provided within 5 business days	N/A	EC 56043 (n) EC 56504
Provide new LEA/District with special education records	5 business days after request for records from new LEA/District is received	N/A	EC 56043 (o)

