



TIMELINES

NOTE: In measuring time - School districts use **school days** and parent(s) use **calendar days**

CATEGORY	CONDITIONS	TIME FRAME
Evaluations:	- District receives a written request to evaluate the student, District issues an Evaluation Consent form.	5 school days
	- After receiving a signed Evaluation Consent form; testing will be completed. The IEP team will convene to review results.	Within 45 school days
Independent Educational Evaluations (IEE)	- Parents dispute district evaluations. This can be done in a team meeting or in writing and request an IEE at district expense.	Within 16 months of district's testing
Development of IEP's	- IEP team meets to develop an IEP for the student. NO summary of goals/or service delivery grid is provided to parents at conclusion of the meeting.	Within 3 to 5 school days - proposed IEP to be sent to parents
	- IEP team meets to develop an IEP for the student. A summary of goals/or service delivery grid provided to the parents at the conclusion of the meeting.	Within 2 calendar weeks - proposed IEP to be sent to parents
Evaluations or Assessments obtained by Parents	- After receiving a report or evaluation provided by the parents the IEP team convenes to discuss the findings.	Within 10 school days
Finding of NO Eligibility	- IEP team convenes to review evaluation(s) and determines the child is not eligible for special education services.	Written notice is sent to parents within 10 school days
	- Parents can reject the "Finding of No Eligibility and file for a Due Process Hearing	Immediately send written notice to protect "Stay Put"
IEP - proposal	- District proposes an IEP to the parent(s). Parent(s) must return the IEP Response page (IEP 8). NOTE- save IEP envelope and note date received and method of delivery (ie: 10/1/11 USPS)	30 calendar days from receipt of IEP.
Placement - proposal	- District proposes Placement (classroom/program) to the parent(s). Parent(s) must return the Placement Response page (PL 1). NOTE- save IEP envelope and note date received and method of delivery (ie: 10/1/11 USPS)	30 calendar days from receipt of IEP.
IEP - Rejected in part or in full	- District must report a partially or fully rejected IEP to DESE. DESE will send a letter to parent(s) outlining options to resolve issues. If a response to a proposed IEP is not received within 30 calendar days, it is considered rejected.	DESE is notified within 5 days
Placement - response	- Parent(s) can accept placement	Placement is in effect upon receipt of PL 1 form
	- Parent(s) can reject placement. Parent(s) can request a meeting to discuss refused placement decision.	DESE is notified within 5 days
Placement - response	- Parent(s) can request a meeting to discuss refused placement decision.	No time requirement for establishing a meeting date
IEP - Stay Put	- Parent's invoke "Stay Put" rights at an IEP team meeting and/or in writing at any time. Stay Put status remains in effect until the parent(s) or district file for Due Process	No time requirement for establishing a meeting date