

Steps and Deadlines for the IEP Process

1



Parental Referral
No deadline

Parent submits a written request for evaluation to the school.

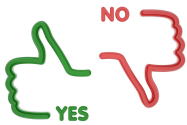
2



School's Response to Referral
Within 3 business days of referral

The school must either (1) decide to evaluate* or (2) send the request to the Special Education team or (3) decide not to evaluate.*

3



Special Education Team Decision
Within 10 business days

If the request has been referred to the Special Education Team, the Team decides whether to proceed with an evaluation.*

4



Parent Consent for Evaluation
No deadline

If evaluation is approved, school seeks parental consent to begin the process.

5



Completion of Evaluation
Within 65 business days of consent

School must complete the evaluation and determine eligibility for special education services.*

6



IEP Meeting
Within 30 calendar days of eligibility decision

Develop the IEP with the parent and team members.*

7



IEP Implementation
As soon as possible

School must implement the IEP without unnecessary delays.

* All items with asterisk require schools to provide parents with a Prior Written Notice (PWN). The PWN must explain the proposed changes, the reasons behind them, and the parents' rights to disagree and request a due process hearing if needed.