

# Timelines

## Timeline from Referral to IEP Implementation

LEAs must adhere to all special education timelines regardless of whether the LEA is utilizing an RTI process or severe discrepancy process in determining eligibility for special education and related services under the category of specific learning disability and for all other disabilities.

### **Referral**

10 school days	The public agency must conduct a meeting of the Evaluation Team within 10 school days of the receipt of a referral to determine whether a special education evaluation is needed. The Evaluation Team is comprised of qualified professionals and the parent, including members described in §300.321.
10 school days	If an evaluation is needed, it must start no later than 10 school days after the receipt of parental consent to evaluate. (Should the parent not notify the agency of his/her consent within 5 school days, the agency must document its efforts to obtain consent. Should parental consent not be obtained within 15 school days, the Evaluation Team must reconvene.)  If it is determined that an initial evaluation is not needed, the evaluation team shall consider referring the student's case back to general education for appropriate action.

### **Evaluation/Eligibility/IEP**

60 calendar days	Within 60 calendar days of parental consent to evaluate: Child must be evaluated and a written Evaluation Team report provided. An Eligibility Team meeting must be convened to determine whether the child has a disability and is in need of special education and related services. The Eligibility Team is comprised of qualified professional and the parent.
15 school days	If determined eligible, an IEP meeting convening members described in §300.321-322, must be conducted and an IEP developed within 15 school days.
10 school days	Following the development of the IEP, special education and related services must be made available in accordance with the IEP as soon as possible, but not later than by 10 school days.

### **Reevaluation**

60 calendar days	The public agency must conduct reevaluations and determine continued eligibility, and, when eligibility continues, make available continued services in accordance with timelines and provisions of reevaluation and evaluation procedures in § 300.303-311.
Not more than 1x per year	Reevaluation limitations: May not occur more than once per year, unless the parent and public agency agree otherwise; and
Every 3 years	must occur at least once every 3 years, unless the parent and public agency agree that a reevaluation is unnecessary.

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	PROCEDURE	RESPONSIBILITY	COMMENTS	TIMELINE
1.	Referral of a student to the special education Evaluation Team	A referral may be initiated by the classroom teacher, parent, or school personnel, who suspects that the student has a disability which impacts on learning	The LEA shall document a variety of attempted classroom interventions before referring a student for a special education evaluation. This process does not prohibit direct referral for a special education evaluation at any time by a parent, teacher, or other individual. Individuals making a referral directly to the Evaluation Team (ET) will do so through the Chair of the ET. For those students who have been through Response to Intervention (RTI) process the following records will be forwarded to the special education Evaluation Team (ET) with the referral: <ul style="list-style-type: none"> <li>- Request for assistance</li> <li>- Meeting worksheet</li> <li>- Follow-up meeting notes</li> <li>- Documentation of interventions and their results.</li> </ul> The referral form is completed and given to the chair of the ET.	
2.	Referral is scheduled for review by the ET	Resource Specialist (PK-3) DPT (4-8) JHS Dept. Head (9-12) have the responsibility of placing the referral on the agenda and notifying the parent of the ET meeting	Parent must be informed that the student is going to be placed on the ET agenda and be invited to participate.	Within 10 school days of receipt of referral ET must meet
3	Review of the referral by the ET and completion of the written referral form	Resource Specialist (PK-3) DPT (4-8) JHS Dept. Head (9-12) Resource Specialist (PK-3)	Referral is reviewed along with information provided to the ET. Summary of the review and decision of the ET is documented. All sections of the referral form must be completed and appropriate information attached. Parent receives written notice of the decision of the ET	5 school days
4	writing of the decision of the ET regarding the referral	DPT (4-8) JHS Dept. Head (9-12)	If parent does not notify LEA of their consent to evaluate, the team must document its efforts to obtain consent. If parent consent has not been obtained within 15 school days, the ET must reconvene to consider what action will be taken.	15 school days
5	Receipt of consent to evaluate	Resource Specialist (PK-3) DPT (4-8) JHS Dept. Head (9-12)	Assignment of evaluations to appropriate ET members. Evaluators may begin testing upon receipt of parental authorization	
6	Observations and evaluations are completed by members of the ET and results are recorded in writing.	Individual evaluators	Evaluations will be completed and a copy of the assignment form will be attached to the evaluation and forwarded to the office of the administrator of special education.	Evaluation to begin within 10 school days after consent
7	Written notice to the	Resource Specialist (PK-3)	Parent(s) informed that evaluations have been completed; invited to the ET that is reconvening to review results and	

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	parent regarding the ET meeting	DPT (4-8) JHS Dept. Head (9-12)	determine eligibility. Parent(s) must be informed in advance of the date for the meeting.	
8	Review of the evaluation results and determination of eligibility for special education	Chair ET including the parent	The ET, including the parent(s), reviews the evaluation results and determines eligibility for special education programs and/or services. Results of the evaluations are summarized and the determination of the ET meeting is documented in writing. The results are reviewed in detail, making sure all ET participants including the parent(s) understand the findings, including determination of disability and eligibility for services. Detailed and accurate records should be maintained to document attempts to engage the parents in the process. The results of the findings are forwarded to the Director of Pupil Personnel Services. Copies of individual reports are given to the parent(s).	Within 60 calendar days
9	For students found not eligible for special education services	Resource Specialist (PK-3) DPT (4-8) JHS Dept. Head (9-12)	When the ET determines that the student is not eligible under the IDEA for special education services, the findings should be recorded and provided to the parent(s). The ET will consider referral to other school supports (e.g., RTI, 504 Team, etc.)	
	For students found eligible for special education services	ET, Case Manager and the parent(s)	When the ET determines that the student is eligible for special education services, the ET will designate appropriate members to convene an IEP team to include the parent(s) and other staff as appropriate. Prior to implementation of the initial IEP, the parent will receive written notice of the proposed plan. As soon as possible following development of the IEP, special education and related services are made available to the child.	Within 15 school days of eligibility  Within 10 calendar days

