samegoal

Exceptional Student Education Deadlines

Special Programs deadline tracking calculates upcoming document deadlines directly from existing documents as they are completed. Below are documents and criteria used to calculate a student's deadlines for ESE in Florida.

Initial Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. Notice and Consent for Initial Evaluation is due 30 calendar days after referral.	"Referral for Initial Evaluation" with "Date Received" under "Signature of Person Receiving the Referral" at bottom of form populated	30 calendar days after referral ("Date Received")	"Notice and Consent for Initial Evaluation" • "DATE DISTRICT RECEIVED" at bottom of form satisfies due date • One option under "PARENTAL CONSENT" is selected or "No response" is checked
2. Evaluation Team Report is due 60 calendar days after consent is received for initial evaluation.	"Notice and Consent for Initial Evaluation" with "Yes, I consent..." under "PARENTAL CONSENT" selected and "DATE DISTRICT RECEIVED" at bottom of form populated	60 calendar days after consent is received ("DATE DISTRICT RECEIVED")	"Evaluation Team Report" • "Meeting Date:" at top of form satisfies due date NOTE: If electing to document evaluations outside of SameGoal, making

			a determination of eligibility in **Eligibility Determination for ESE Services** will also clear this deadline[1]
3. Initial Eligibility Determination for ESE Services is due 60 calendar days after consent is received for initial evaluation.	"Notice and Consent for Initial Evaluation" with "Yes, I consent..." under "PARENTAL CONSENT" selected and "DATE DISTRICT RECEIVED" at bottom of form populated	60 calendar days after consent is received ("DATE DISTRICT RECEIVED")	"Eligibility Determination for ESE Services" • "Meeting Date:" satisfies due date • "Evaluation Type:" is "Initial" • "Is Eligible..." or "Is Not Eligible..." under "Section 2: Eligibility Determination" is selected
4. Notice of Eligibility/Ineligibility is due 60 calendar days after consent is received for initial evaluation.	"Notice and Consent for Initial Evaluation" with "Yes, I consent..." under "PARENTAL CONSENT" selected and "DATE DISTRICT RECEIVED" at bottom of form populated	60 calendar days after consent is received ("DATE DISTRICT RECEIVED")	"Notice of Eligibility/Ineligibility" • "Date Sent:" at top of form satisfies due date • One option under "ELIGIBILITY" is selected
5. Initial IEP meeting notice is due 30 calendar days after initial evaluation determining eligibility.	"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated,	30 calendar days after initial evaluation determined the student eligible ("Meeting Date")	"IEP Meeting Notice" • "Date of Notice:" at top of form satisfies due date

	and "Is Eligible..." under Section 2: Eligibility Determination selected		• "Develop initial IEP" under "The purpose(s) of the meeting is/are:" is checked
6. Initial IEP is due 30 calendar days after initial evaluation determining eligibility.	"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility Determination selected	30 calendar days after initial evaluation determined the student eligible ("Meeting Date")	"Individual Educational Plan" • "Meeting Date/Plan Date:" satisfies due date • "Develop initial IEP" under "Meeting Purpose(s):" is checked
7. Initial Matrix of Services must be completed at the time of the student's initial placement into an exceptional student education program.	"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility Determination selected	At the time of the student's initial placement into an ESE program (estimated to be no later than 30 calendar days after initial evaluation determined the student eligible ("Meeting Date"))	"ESE Matrix of Services" • "Date Completed:" satisfies due date
8. PWN following Initial IEP is due 30 calendar days after initial evaluation determining eligibility.	"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility	30 calendar days after initial evaluation determined the student eligible ("Meeting Date")	"Prior Written Notice" • "DATE OF NOTICE" satisfies due date • "1. The purpose..." is "propose" AND

	Determination selected		"The educational placement of the child" and/or "The provision of a free appropriate public education to the child" is/are checked
9. Consent for Services is due 30 calendar days after initial evaluation determining eligibility.	"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility Determination selected	30 calendar days after initial evaluation determined the student eligible ("Meeting Date")	"Consent for the Initial Provision of ESE Services: Disability"[2] • "DATE DISTRICT RECEIVED" satisfies due date • One option under "CONSENT" is selected

Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
10. IEP Meeting Notice for Annual IEP is due one year less one day after prior IEP.	"Individual Educational Plan" with "Develop initial IEP" or "IEP annual review" under "Meeting Purpose(s):" selected and "Meeting Date/Plan Date:" populated	Within 1 year minus one day from the last IEP date	"IEP Meeting Notice" • "Date of Notice:" at top of form satisfies due date • "IEP annual review" under "The purpose(s) of the meeting

			is/are:" is checked
11. Annual IEP is due one year less one day after prior IEP.	"Individual Educational Plan" with "Develop initial IEP" or "IEP annual review" under "Meeting Purpose(s):" selected and "Meeting Date/Plan Date:" populated	Within 1 year minus one day from the last IEP date	"Individual Educational Plan" • "Meeting Date/Plan Date:" satisfies due date • "IEP annual review" under "Meeting Purpose(s):" is checked
12. Matrix of Services Review must be completed after an IEP meeting, and in the case where services change as a result of an IEP team decision, a NEW matrix must be completed.	"Individual Educational Plan" with "Develop initial IEP" or "IEP annual review" under "Meeting Purpose(s):" selected and "Meeting Date/Plan Date:" populated	Within 1 year minus one day from the last IEP date or following any interim IEP meeting	"ESE Matrix of Services" • "Review Date:" satisfies due date **OR** Create a NEW "ESE Matrix of Services" • "Date Completed:" satisfies due date
13. PWN following Annual IEP is due one year less one day after prior IEP.	"Individual Educational Plan" with "Develop initial IEP" or "IEP annual review" under "Meeting Purpose(s):" selected and "Meeting Date/Plan Date:" populated	Within 1 year minus one day from the last IEP date	"Prior Written Notice" • "DATE OF NOTICE" satisfies due date • "1. The purpose..." is "propose" AND

			"The educational placement of the child" and/or "The provision of a free appropriate public education to the child" is/are checked
14. Review of Existing Evaluation Data is due three years less one day after prior Review of Existing Data (REED)/Eval.	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected	Within 3 years minus one day from the last REED or Evaluation	"Review of Existing Evaluation Data" • "Date:" at top of form populated • One option under "Are additional data needed?" in Section 2: Determination is selected
15. Notice and Consent for Reevaluation is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected	Within 3 years minus one day from the last REED or Evaluation	"Notice and Consent for Reevaluation" • "DATE DISTRICT RECEIVED:" at bottom of form satisfies due date • Based on the determination for additional data, "Option A"

	• "Is Eligible..." in Section 2: Eligibility Determination is selected		or "Option B" must be checked in "Parental Response" section and underneath the corresponding option, a selection is made
16. Evaluation Team Report is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected	Within 3 years minus one day from the last REED or Evaluation	"Evaluation Team Report" • "Meeting Date:" at top of form satisfies due date
17. Review Eligibility Determination for ESE Services is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected	Within 3 years minus one day from the last REED or Evaluation	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." or "Is Not

	• "Is Eligible..." in Section 2: Eligibility Determination is selected		Eligible..." in Section 2: Eligibility Determination is selected
18. Notice of Eligibility/Ineligibility is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected	Within 3 years minus one day from the last REED or Evaluation	"Notice of Eligibility/Ineligibility" • "Date Sent:" at top of form satisfies due date • One option under "ELIGIBILITY" is selected
19. New Matrix of Services must be completed at least once every 3 years.	"ESE Matrix of Services" • "Date Completed:" populated	Within 3 years from the last ESE Matrix of Services	"ESE Matrix of Services" • "Date Completed:" populated

Exiting Workflow Deadlines

Deadline	Placed When	Due	Requirements
20. PWN for revocation of consent proposing to initiate cessation due to revocation of consent is due five days after parent	"Notice and Consent for Reevaluation" with "I do not consent..." selected under "Option A"	5 calendar days after consent revoked ("DATE DISTRICT RECEIVED")	"Prior Written Notice" • "DATE OF NOTICE" at top of form

revokes consent for the IEP.			satisfies due date • "1. The purpose..." is "propose" and "Cessation of the provision of special education and related services due to the parent's revocation..." is selected

Timeline Exceptions/Additional Considerations

- [1]It is recommended to do use the Evaluation Team Report (ETR) in SameGoal to document data collected throughout an evaluation so that all core documentation regarding ESE eligibility and placement status for any given student can be found in one place. However, if electing to document evaluations outside of SameGoal, making a determination of eligibility in **Eligibility Determination for ESE Services** will clear this deadline alongside **#3: Initial Eligibility Determination for ESE Services**.

[2] Consent for Services

If a student is Twice Exceptional, **Consent for the Initial Provision of ESE Services: Disability and Giftedness (Twice Exceptional)** may be used to satisfy the "Consent for Services" deadline instead of **Consent for the Initial Provision of ESE Services: Disability** by doing the following:

In "Consent for the Initial Provision of ESE Services: Disability and Giftedness (Twice Exceptional)",

- "DATE DISTRICT RECEIVED" satisfies due date
- One option under the "Disability" portion of "CONSENT" is selected

Note: any option selected under the "Giftedness" portion of "CONSENT" will only effect gifted participation, as deadlines for Twice Exceptional students still follow IEP timelines.

Resources