

Special 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 Special Education 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" <ul style="list-style-type: none"> "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" <ul style="list-style-type: none"> "Meeting Date:" at top of form satisfies due date

<p>3. Initial Eligibility Determination for ESE Services is due 60 calendar days after consent is received for initial evaluation.</p>	<p>"Notice and Consent for Initial Evaluation" with "Yes, I consent..." under "PARENTAL CONSENT" selected and "DATE DISTRICT RECEIVED" at bottom of form populated</p>	<p>60 calendar days after consent is received ("DATE DISTRICT RECEIVED")</p>	<p>"Eligibility Determination for ESE Services"</p> <ul style="list-style-type: none"> • "Meeting Date:" satisfies due date • "Evaluation Type:" is "Initial" • "Is Eligible..." or "Is Not Eligible..." under "Section 2: Eligibility Determination" is selected
<p>4. Notice of Eligibility/Ineligibility is due 60 calendar days after consent is received for initial evaluation.</p>	<p>"Notice and Consent for Initial Evaluation" with "Yes, I consent..." under "PARENTAL CONSENT" selected and "DATE DISTRICT RECEIVED" at bottom of form populated</p>	<p>60 calendar days after consent is received ("DATE DISTRICT RECEIVED")</p>	<p>"Notice of Eligibility/Ineligibility"</p> <ul style="list-style-type: none"> • "Date Sent:" at top of form satisfies due date • One option under "ELIGIBILITY" is selected
<p>5. Initial IEP meeting notice is due 30 calendar days after initial evaluation determining eligibility.</p>	<p>"Eligibility Determination for ESE Services" with "Initial" under "Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility Determination selected</p>	<p>30 calendar days after initial evaluation determined the student eligible ("Meeting Date")</p>	<p>"IEP Meeting Notice"</p> <ul style="list-style-type: none"> • "Date of Notice:" at top of form satisfies due date • "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")	"Individualized Education Plan" <ul style="list-style-type: none"> • "Meeting Date/Plan Date:" satisfies due date • "Develop initial IEP" under "Meeting Purpose(s):" is checked
7. 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 Determination selected	30 calendar days after initial evaluation determined the student eligible ("Meeting Date")	"Prior Written Notice" <ul style="list-style-type: none"> • "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
8. Consent for Services is due 30 calendar days after	"Eligibility Determination for ESE Services" with "Initial" under	30 calendar days after initial evaluation determined the	"Consent for the Initial Provision of

initial evaluation determining eligibility.	"Evaluation Type" selected, "Meeting Date:" populated, and "Is Eligible..." under Section 2: Eligibility Determination selected	student eligible ("Meeting Date")	ESE Services: Disability" ¹ <ul style="list-style-type: none"> • "DATE DISTRICT RECEIVED" satisfies due date • One option under "CONSENT" is selected
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Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
9. IEP Meeting Notice for Annual IEP is due one year less one day after prior IEP.	"Individualized Education 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" <ul style="list-style-type: none"> • "Date of Notice:" at top of form satisfies due date • "IEP annual review" under "The purpose(s) of the meeting is/are:" is checked
10. Annual IEP is due one year less one day after prior IEP.	"Individualized Education 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	"Individualized Education Plan" <ul style="list-style-type: none"> • "Meeting Date/Plan Date:" satisfies due date • "IEP annual review" under "Meeting Purpose(s):" is checked

<p>11. PWN following Annual IEP is due one year less one day after prior IEP.</p>	<p>"Individualized Education Plan" with "Develop initial IEP" or "IEP annual review" under "Meeting Purpose(s):" selected and "Meeting Date/Plan Date:" populated</p>	<p>Within 1 year minus one day from the last IEP date</p>	<p>"Prior Written Notice"</p> <ul style="list-style-type: none"> • "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
<p>12. Review of Existing Evaluation Data is due three years less one day after prior Review of Existing Data (REED)/Eval.</p>	<p>"Eligibility Determination for ESE Services"</p> <ul style="list-style-type: none"> • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected 	<p>Within 3 years minus one day from the last REED or Evaluation</p>	<p>"Review of Existing Evaluation Data"</p> <ul style="list-style-type: none"> • "Date:" at top of form populated • One option under "Are additional data needed?" in Section 2: Determination is selected

<p>13. Notice and Consent for Reevaluation is due three years less one day after prior REED/Eligibility Determination.</p>	<p>"Eligibility Determination for ESE Services"</p> <ul style="list-style-type: none"> • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected 	<p>Within 3 years minus one day from the last REED or Evaluation</p>	<p>"Notice and Consent for Reevaluation"</p> <ul style="list-style-type: none"> • "DATE DISTRICT RECEIVED:" at bottom of form satisfies due date • Based on the determination for additional data, "Option A" or "Option B" must be checked in "Parental Response" section and underneath the corresponding option, a selection is made
<p>14. Evaluation Team Report is due three years less one day after prior REED/Eligibility Determination.</p>	<p>"Eligibility Determination for ESE Services"</p> <ul style="list-style-type: none"> • "Meeting Date:" populated • "Initial" or "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." in Section 2: Eligibility Determination is selected 	<p>Within 3 years minus one day from the last REED or Evaluation</p>	<p>"Evaluation Team Report"</p> <ul style="list-style-type: none"> • "Meeting Date:" at top of form satisfies due date

15. Review Eligibility Determination for ESE Services is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" <ul style="list-style-type: none"> • "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	"Eligibility Determination for ESE Services" <ul style="list-style-type: none"> • "Meeting Date:" populated • "Reevaluation" under "Evaluation Type" selected • "Is Eligible..." or "Is Not Eligible..." in Section 2: Eligibility Determination is selected
16. Notice of Eligibility/Ineligibility is due three years less one day after prior REED/Eligibility Determination.	"Eligibility Determination for ESE Services" <ul style="list-style-type: none"> • "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" <ul style="list-style-type: none"> • "Date Sent:" at top of form satisfies due date • One option under "ELIGIBILITY" is selected

Exiting Workflow Deadlines

Deadline	Placed When	Due	Requirements
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17. PWN for revocation of consent proposing to initiate cessation due to revocation of consent is due five days after parent revokes consent for the IEP.	"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" <ul style="list-style-type: none"> • "DATE OF NOTICE" at top of form 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
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Timeline Exceptions/Additional Considerations

¹ 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