

## 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 Illinois.

### Initial Workflow Deadlines

| Deadline   | Placed When  | Due  | Requirements   |
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| <b>1. Notification of Decision Regarding a Request for an Initial Evaluation</b> must be sent within 14 school days of district receipt of an initial evaluation referral. | "Referral Form" with "Initial" under "Type of Evaluation Requested:" selected at top of form and "Date Received:" under "Signature of Person Receiving the Referral" at bottom of form populated | 14 school days after referral ("Date Received")  | <p>"Notification of Decision Regarding a Request for an Evaluation"</p> <ul style="list-style-type: none"> <li>"DATE:" at top of form satisfies due date</li> <li>One option under "Request for Initial Evaluation:" is selected</li> </ul>                                  |
| <b>2. Consent for Initial Evaluation</b> must be completed within 14 school days of district receipt of an initial evaluation referral.                                    | "Referral Form" with "Initial" under "Type of Evaluation Requested:" selected at top of form and "Date Received:" under "Signature of Person Receiving the Referral" at bottom of form populated | 14 school days after referral ("Date Received")  | <p>"Consent for Initial Evaluation"</p> <ul style="list-style-type: none"> <li>"Date:" of Parent/Guardian Signature satisfies due date</li> <li>"I give consent" or "I do not give consent..." under "PARENT/GUARDIAN CONSENT FOR INITIAL EVALUATION" is selected</li> </ul> |
| <b>3. Notification of Conference for Initial Evaluation/Eligibility</b> <sup>1</sup> is due no later than 10 calendar days prior to the proposed meeting date.             | "Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected   | No later than 10 calendar days prior to the proposed Initial Evaluation/Eligibility meeting date | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> <li>"Date:" at top of form satisfies due date</li> <li>"Initial Evaluation/Eligibility." under "The purpose</li> </ul>  |

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|  |  |  | of this conference is to:" is selected  |
| <b>4. Initial Evaluation/Eligibility Determination</b> is due within 60 school days <sup>2, 3</sup> of receiving parental consent for evaluation.  | "Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected   | 60 school days <sup>2, 3</sup> after the parent gives consent for initial evaluation ("Date:" of Parent/Guardian Signature)  | <p>"Initial Evaluation/Eligibility" from "Evaluation Team Report"</p> <ul style="list-style-type: none"> <li>• "DATE OF MEETING:" at top of form satisfies due date</li> <li>• "Initial Evaluation/Eligibility" under "PURPOSE OF CONFERENCE" is selected</li> <li>• "STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 is/are completed</li> </ul> |
| <b>5. Notification of Conference for Initial IEP<sup>1</sup></b> is due no later than 10 days prior to the proposed meeting date.  | "Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected   | No later than 10 days prior to the proposed Initial IEP meeting date   | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> <li>• "Date:" at top of form satisfies due date</li> <li>• "Initial Individualized Education Program." under "The purpose of this conference is to:" is selected</li> </ul>  |
| <b>6. Initial IEP</b> is due within 30 calendar days after the determination of eligibility and in no case later than 60 school days <sup>2, 3</sup> from the date of parent consent for evaluation. | <p>"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected</p> <p><b>When applicable:</b></p> <ul style="list-style-type: none"> <li>• "Initial Evaluation/Eligibility" from "Evaluation Team Report" with: <ul style="list-style-type: none"> <li>◦ "DATE OF MEETING:" at top of form populated</li> </ul> </li> </ul> | <p><b>When applicable:</b></p> <ul style="list-style-type: none"> <li>• 30 calendar days after initial eligibility determination ("DATE OF MEETING:")</li> </ul> <p><b>In no case later than:</b></p> <ul style="list-style-type: none"> <li>• 60 school days after the parent gives consent for initial evaluation</li> </ul> | <p>"Initial IEP" from "Individualized Education Program"</p> <ul style="list-style-type: none"> <li>• "MEETING DATE:" at top of form satisfies due date</li> <li>• "Initial IEP" under "PURPOSE OF CONFERENCE" is selected</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>○ "Initial Evaluation/Eligibility" under "PURPOSE OF CONFERENCE" is selected</li> <li>○ "STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 completed and the student was found eligible</li> </ul> | ("Date:" of Parent/Guardian Signature)   |   |
| <b>7. Consent For Initial Provision of Special Ed. And Related Services</b> is due within 10 school days of an initial IEP creation. | "Individualized Education Program" with "Initial IEP" under "PURPOSE OF CONFERENCE" selected and "MEETING DATE:" populated  | 10 school days after "Initial IEP" from "Individualized Education Program" ("MEETING DATE:") | <p>"Consent For Initial Provision of Special Ed. And Related Services"</p> <ul style="list-style-type: none"> <li>● "Date:" of parent/guardian signature at bottom of form satisfies due date</li> <li>● "I give consent..." or "I do not give consent..." is selected</li> </ul> |

### Recurring Workflow Deadlines

| Deadline  | Placed When  | Due   | Requirements  |
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| <b>8. Notification of Conference for Annual Review</b> is due no later than 10 days prior to the proposed Annual Review meeting date. | "Individualized Education Program" with "Initial IEP" under "PURPOSE OF CONFERENCE" selected and "MEETING DATE:" populated | No later than 10 calendar days prior to the proposed Annual Review meeting date | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> <li>● "DATE:" at top of form satisfies due date</li> <li>● "IEP Review and Revision." under "The purpose of this conference is to:" is selected</li> </ul> |
| <b>9. Annual IEP Review</b> is due within 1 year from last IEP date.  | "Individualized Education Program" with "Initial IEP" or "Annual Review" under "PURPOSE OF CONFERENCE" selected            | Within 1 year from the last IEP date  | <p>"Annual Review" from "Individualized Education Program"</p> <ul style="list-style-type: none"> <li>● "MEETING DATE:" at top of form satisfies</li> </ul>   |

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|   | and "MEETING DATE:" populated   |  | <p>due date</p> <ul style="list-style-type: none"> <li>"Annual Review" under "PURPOSE OF CONFERENCE" is selected</li> </ul>   |
| <p><b>10. Notification of Conference Recommendations - Will Receive Services</b></p> <p><b>Listed in IEP<sup>6</sup></b> must be sent within 10 school days after an IEP has been created or reviewed.</p>                        | "Individualized Education Program" with "Initial IEP" or "Annual Review" under "PURPOSE OF CONFERENCE" selected and "DATE OF MEETING:" populated  | Within 10 school days after an IEP has been created or reviewed ("DATE OF MEETING:")               | <p>"Notification of Conference Recommendations"</p> <ul style="list-style-type: none"> <li>"DATE:" at top of form satisfies due date</li> <li>"Will receive the ... services as listed in the IEP" under "At this conference, it was determined that your child:" selected</li> </ul> |
| <p><b>11. Request for Reevaluation</b> must be completed 74 school days (14 school days for the district to make a decision regarding the request + 60 school days to conduct an evaluation) before a triennial reevaluation.</p> | <p>"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> <li>"DATE OF MEETING:" at top of form populated</li> <li>"Initial Eligibility/Evaluation" or "Reevaluation" under "PURPOSE OF CONFERENCE" selected</li> <li>"STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 completed and the student was found eligible</li> </ul> | No later than 74 school days prior to the due date for the student's required triennial evaluation | <p>"Referral Form"</p> <ul style="list-style-type: none"> <li>"Reevaluation" under "Type of Evaluation Requested:" selected at top of form</li> <li>"Date Received:" under "Signature of Person Receiving the Referral" at bottom of form populated</li> </ul>                        |
| <p><b>12. Notification of Decision Regarding a Request for a Reevaluation</b> must be sent within 14 school</p>   | "Referral Form" with "Reevaluation" under "Type of Evaluation Requested:" selected at top of form and "Date Received"   | 14 school days after referral ("Date Received")  | <p>"Notification of Decision Regarding a Request for an Evaluation"</p> <ul style="list-style-type: none"> <li>"DATE:" at top of form satisfies due</li> </ul>  |

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| days of district receipt of a reevaluation request.   | Received:" under "Signature of Person Receiving the Referral" at bottom of form populated  |  | <p>date</p> <ul style="list-style-type: none"> <li>• One option under "Request for Reevaluation:" is selected</li> </ul>   |
| <p><b>13. Parental Agreement/Congent for Reevaluation</b> must be completed within 14 school days of district receipt of a reevaluation request or 60 school days prior to the triennial reevaluation deadline.</p>       | <p>"Referral Form" with "Reevaluation" under "Type of Evaluation Requested:" selected at top of form and "Date Received:" under "Signature of Person Receiving the Referral" at bottom of form populated</p> | <p>14 school days after referral ("Date Received")</p> <p><b>When applicable:</b></p> <p>14 school days after a parent/guardian's disagreement/request that additional evaluation data be collected for a reevaluation and the district has decided to collect the data ("Date:" of Parent/Guardian signature under "PARENT/GUARDIAN AGREEMENT THAT NO ADDITIONAL DATA IS NEEDED" in "Consent for Reevaluation")</p> | <p>"Consent for Reevaluation"</p> <ul style="list-style-type: none"> <li>• "Date:" of Parent/Guardian Signature under corresponding section<sup>4</sup> satisfies due date</li> </ul> <p>With also ONE of the following selections under the applicable section<sup>4</sup>:</p> <ul style="list-style-type: none"> <li>• "I give consent" or "I do not give consent..." under "PARENT/GUARDIAN CONSENT TO COLLECT ADDITIONAL EVALUATION DATA" selected</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• "I agree" or "I do not agree..." under "PARENT/GUARDIAN AGREEMENT THAT NO ADDITIONAL DATA IS NEEDED" selected</li> </ul> |
| <p><b>14. Written Notification of Decision Reguarding Additional Evaluation Data</b> is due within 10 calendar days of the parent/guardian's request that additional evaluation data be collected for a reevaluation.</p> | <p>"Consent for Reevaluation" with "Date:" of Parent/Guardian signature under "PARENT/GUARDIAN AGREEMENT THAT NO ADDITIONAL DATA IS NEEDED" populated and "I do not agree..." selected</p>                   | <p>10 calendar days after receiving the parent/guardian's disagreement ("Date:" of Parent/Guardian signature)</p>  | <p>"Written Notification of Decision Reguarding Additional Evaluation Data"</p> <ul style="list-style-type: none"> <li>• "DATE:" at top of form satisfies due date</li> <li>• "Collect" or "Not collect" under "the district has made</li> </ul>   |

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|  |   |   | the decision to:" is selected.  |
| <b>15. Notification of Conference for Reevaluation</b> is due no later than 10 calendar days prior to the proposed meeting date.   | <p>"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> <li>• "DATE OF MEETING:" at top of form populated</li> <li>• "Initial Eligibility/Evaluation" or "Reevaluation" under "PURPOSE OF CONFERENCE" selected</li> <li>• "STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 completed and the student was found eligible</li> </ul> <p><b>When applicable:</b></p> <p>"Consent for Reevaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" or "I agree" selected</p> | No later than 10 days prior to the proposed reevaluation meeting date   | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> <li>• "Date:" at top of form satisfies due date</li> <li>• "Reevaluation." under "The purpose of this conference is to:" is selected</li> </ul>  |
| <b>16. Reevaluation</b> is due within 60 school days of receiving parental consent for reevaluation and no more than 3 years from the date of the student's prior eligibility determination. | <p>"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> <li>• "DATE OF MEETING:" at top of form populated</li> <li>• "Initial Eligibility/Evaluation" or "Reevaluation" under "PURPOSE OF CONFERENCE" selected</li> </ul>  | Within 60 days of receiving parental consent for reevaluation ("Date:" of Parent/Guardian Signature) and at the latest no more than 3 years from the date of the student's prior eligibility determination ("DATE OF MEETING:") | <p>"Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> <li>• "DATE OF MEETING:" at top of form satisfies due date</li> <li>• "Reevaluation" under "PURPOSE OF CONFERENCE" section selected</li> <li>• "STEP 4 - ELIGIBILITY" in section 3 and/or</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>"STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 completed and the student was found eligible</li> </ul> <p><b>When applicable:</b></p> <p>"Consent for Reevaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" or "I agree" selected</p> |  | <p>"Step 2: Special Education and Related Services" in section 5 must also be completed</p>   |
| <b>17. Notification of Conference Recommendations - Eligible/Ineligible for Services<sup>5, 6</sup></b> is due within 10 school days after an eligibility determination is made for a student. | "Evaluation Team Report" with "DATE OF MEETING:" populated AND "STEP 4 - ELIGIBILITY" in section 3 OR "Step 2: Special Education and Related Services" in section 5 completed   | Within 10 school days after a student has been determined eligible or ineligible for services ("DATE OF MEETING:") | <p>"Notification of Conference Recommendations"</p> <ul style="list-style-type: none"> <li>"DATE:" at top of form satisfies due date</li> <li>"Is eligible..." or "Is not eligible" under "At this conference, it was determined that your child: selected</li> </ul> |

### Exiting Workflow Deadlines

| Deadline  | Placed When  | Due  | Requirements  |
|---|--|--|---|
| <b>18. Confirmation of Revocation of Consent &amp; PWN of Termination of Services</b> must be sent within 10 school days of parent revocation of consent for special education. | "Consent For Initial Provision of Special Ed. And Related Services" with "I do not give consent..." selected and | 10 calendar days after consent revoked ("Date:" of Parent/Guardian Signature from "Consent For Initial Provision of Special Ed. And Related Services" when applicable, or "...communication of" from "Confirmation of Revocation of Consent & PWN of Termination of Services") | <p>"Confirmation of Revocation of Consent &amp; Prior Written Notice of Termination of Services"</p> <ul style="list-style-type: none"> <li>"Date" at top of form satisfies due date</li> </ul> |

## *Timeline Exceptions/Additional Considerations*

- <sup>2</sup> If there are less than 60 school days left in the school year from the date parent gives consent, the initial evaluation/eligibility will be conducted over the summer and the initial IEP is due prior to the first day of the following school year. See Evaluation/Eligibility Determination Timelines
- <sup>3</sup> In the case a student is suspected of having an SLD during an evaluation, a "Mutual Written Agreement to Extend Evaluation Timeline (SLD Only)" can be completed and the 60 school-day timeline for conducting the evaluation can be extended up to 20 school days more with the agreement from parent/guardian. See Evaluation/Eligibility Determination Timelines
- <sup>4</sup> While carrying out the Review of Existing Data, the IEP team will determine if additional data is needed or not in order to carry out a reevaluation. In the case additional data is NOT needed, the parent/guardian's agreement and not consent is needed. If additional data IS needed, the parent/guardian's consent is required. See Evaluation/Eligibility Determination Timelines
- <sup>5</sup> This deadline is an exiting workflow deadline when a student was found not eligible for services and "Is not eligible..." is selected.

### **<sup>1</sup> Notification of Conference**

A single "Notification of Conference" can satisfy multiple "Notification of Conference for..." deadlines in the case where multiple conferences are being held simultaneously.

#### **Initial Workflow Deadlines (deadlines 3 and 5)**

- Notification of Conference with
  - "DATE:" populated
  - "Initial Evaluation/Eligibility." under "The purpose of this conference is to:" selected AND
  - "Initial Individualized Education Program." under "The purpose of this conference is to:" selected

#### **Recurring Workflow Deadlines (deadlines 8 and 15)**

- Notification of Conference with
  - "DATE:" populated
  - "IEP Review and Revision." under "The purpose of this conference is to:" selected AND
  - "Reevaluation." under "The purpose of this conference is to:" selected

## **6 Notification of Conference Recommendations**

A single "Notification of Conference Recommendations" can satisfy both "Notification of Conference Recommendations..." deadlines in the case where multiple conferences were held simultaneously.

### **Recurring Workflow Deadlines (deadlines 10 and 17)**

- Notification of Conference with
  - "DATE:" populated
  - "Will receive the ... services as listed in the IEP" under "At this conference, it was determined that your child:" selected AND
  - "Is eligible..." under "At this conference, it was determined that your child:" selected

## Evaluation/Eligibility Determination Timelines

Evaluation/Eligibility Determination timelines vary based on the date the district receives consent to evaluate and the decisions the IEP team makes based on evaluation data. The following cases apply:

### Initial Workflow Deadlines (deadlines 3 and 4)

- There are less than 60 school days remaining in the school year from the date of Parent/Guardian Consent:
  - The Initial Evaluation/Eligibility Determination held over the summer and due prior to the first day of the following school year
  - An Initial IEP due prior to the first day of the following school year
- A student is suspected of having a specific learning disability (SLD) during an initial evaluation and the IEP team needs to collect additional data to ensure the student is still receiving an FIE:
  - The 60 school-day initial evaluation timeline can be extended up to 20 school days more to accommodate for this
    - This moves the Initial IEP deadline forward to match the new timeline

### Recurring Workflow Deadlines (deadlines 15 and 16)

- The IEP team deducted that additional evaluation data **is not needed** to make an eligibility determination AND:
  - Parent/guardian **agrees** with the decision:
    - The 60 school-day timeline to make an eligibility determination is based off of the date that the parent/guardian gave their agreement and an eligibility determination must be made prior to the due date but based on already existing data
  - Parent/guardian **disagrees**:
    - Within 10 calendar days after receiving the parent/guardian's disagreement and thus request that additional evaluation data be collected, the district must decide whether or not to collect additional data and notify the parent/guardian of their decision with "Written Notification of Decision Regarding Additional Evaluation Data":
      - The district **will collect**:
        - The parent/guardian's consent is still required prior to being able to collect additional data and "Consent for Reevaluation" is due within 14 school days from **the date the parent/guardian gave their disagreement**
        - If the parent/guardian's consent is received when there is less than 60 school days left before the due date of a triennial reevaluation, the reevaluation **is still due at the same time and the consent date does not move it forward**
      - The district **will not collect**:
        - An eligibility determination must still be made using a stub ETR but based on existing data and is due within 60 school-days from the date that the parent/guardian gave their disagreement
- The IEP team deducted that additional evaluation data **is needed** to make an eligibility determination AND:
  - Parent/guardian **grants** their consent:

- The 60 school-day timeline to conduct a reevaluation and make an eligibility determination is based off of the date that the parent/guardian gave their consent
- Parent/guardian **refuses** consent:
  - The reevaluation deadline remains the same; the school district may, but is not required to, pursue override procedures through mediation or a due process hearing

*\* In all Recurring Workflow Deadlines cases above, a reevaluation must occur for a student every 3 years - but not more than once per year - and an eligibility determination must be made.*

## Resources

- ILLINOIS STATE BOARD OF EDUCATION INSTRUCTIONS FOR NOTICE AND CONSENT FORMS
- ILLINOIS STATE BOARD OF EDUCATION INSTRUCTIONS FOR IEP FORMS