samegoal

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
1. Notification of Decision Regarding a Request for an Initial Evaluation 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")	"Notification of Decision Regarding a Request for an Evaluation" • "DATE:" at top of form satisfies due date • One option under "Request for Initial Evaluation:" is selected
2. Consent for Initial Evaluation 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")	"Consent for Initial Evaluation" • "Date:" of Parent/Guardian Signature satisfies due date • "I give consent" or "I do not give consent..." under "PARENT/GUARDIAN CONSENT FOR INITIAL EVALUATION" is selected
3. Notification of Conference for Initial Evaluation/Eligibility[1] 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	"Notification of Conference" • "Date:" at top of form satisfies due date • "Initial Evaluation/Eligibility." under "The purpose

			of this conference is to:" is selected
4. Initial Evaluation/Eligibility Determination is due within 60 school days[2, 3] 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[2, 3] after the parent gives consent for initial evaluation ("Date:" of Parent/Guardian Signature)	"Initial Evaluation/Eligibility" from "Evaluation Team Report" • "DATE OF MEETING:" at top of form satisfies due date • "Initial Evaluation/Eligibility" under "PURPOSE OF CONFERENCE" is selected • "STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 is/are completed
5. Notification of Conference for Initial IEP[1] 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	"Notification of Conference" • "Date:" at top of form satisfies due date • "Initial Individualized Education Program." under "The purpose of this conference is to:" is selected
6. Initial IEP is due within 30 calendar days after the determination of eligibility and in no case later than 60 school days[2, 3] from the date of parent consent for evaluation.	"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected **When applicable:** • "Initial Evaluation/Eligibility" from "Evaluation Team Report" with: ○ "DATE OF MEETING:" at top of form populated	**When applicable:** • 30 calendar days after initial eligibility determination ("DATE OF MEETING:") **In no case later than:** • 60 school days after the parent gives consent for initial evaluation	"Initial IEP" from "Individualized Education Program" • "MEETING DATE:" at top of form satisfies due date • "Initial IEP" under "PURPOSE OF CONFERENCE" is selected

	◦ "Initial Evaluation/Eligibility" under "PURPOSE OF CONFERENCE" is selected ◦ "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	("Date:" of Parent/Guardian Signature)	
7. Consent For Initial Provision of Special Ed. And Related Services is due within 10 school days of an initial IEP creation.	"Individualized Education Program" with "Initial IEP" under "PURPOSE OF CONFERNCE" selected and "MEETING DATE:" populated	10 school days after "Initial IEP" from "Individualized Education Program" ("MEETING DATE:")	"Consent For Initial Provision of Special Ed. And Related Services" • "Date:" of parent/guardian signature at bottom of form satisfies due date • "I give consent..." or "I do not give consent..." is selected

Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
8. Notification of Conference for Annual Review is due no later than 10 days prior to the proposed Annual Review meeting date.	"Individualized Education Program" with "Initial IEP" under "PURPOSE OF CONFERNCE" selected and "MEETING DATE:" populated	No later than 10 calendar days prior to the proposed Annual Review meeting date	"Notification of Conference" • "DATE:" at top of form satisfies due date • "IEP Review and Revision." under "The purpose of this conference is to:" is selected
9. Annual IEP Review is due within 1 year from last IEP date.	"Individualized Education Program" with "Initial IEP" or "Annual Review" under "PURPOSE OF CONFERNCE" selected	Within 1 year from the last IEP date	"Annual Review" from "Individualized Education Program" • "MEETING DATE:" at top of form satisfies

	and "MEETING DATE:" populated		due date • "Annual Review" under "PURPOSE OF CONFERENCE" is selected
10. Notification of Conference Recommendations - Will Receive Services Listed in IEP[6] must be sent within 10 school days after an IEP has been created or reviewed.	"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:")	"Notification of Conference Recommendations" • "DATE:" at top of form satisfies due date • "Will receive the ... services as listed in the IEP" under "At this conference, it was determined that your child:" selected
11. Request for Reevaluation must be completed 74 school days (14 school days for the district to make a decision reguarding the request + 60 school days to conduct an evaluation) before a triennial reevaluation.	"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with: • "DATE OF MEETING:" at top of form populated • "Initial Eligibility/Evaluation" or "Reevaluation" under "PURPOSE OF CONFERENCE" selected • "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	No later than 74 school days prior to the due date for the student's required triennial evaluation	"Referral Form" • "Reevaluation" under "Type of Evaluation Requested:" selected at top of form • "Date Received:" under "Signature of Person Receiving the Referral" at bottom of form populated
12. Notification of Decision Regarding a Request for an Evaluation must be sent within 14 school	"Referral Form" with "Reevaluation" under "Type of Evaluation Requested:" selected at top of form and "Date	14 school days after referral ("Date Received")	"Notification of Decision Regarding a Request for an Evaluation" • "DATE:" at top of form satisfies due

days of district receipt of a reevaluation request.	Received:" under "Signature of Person Receiving the Referral" at bottom of form populated		date • One option under "Request for Reevaluation:" is selected
13. Parental Agreement/Consent for Reevaluation must be completed within 14 school days of district receipt of a reevaluation request or 60 school days prior to the triennial reevaluation deadline.	"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	14 school days after referral ("Date Received") **When applicable:** 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")	"Consent for Reevaluation" • "Date:" of Parent/Guardian Signature under corresponding section[4] satisfies due date With also ONE of the following selections under the applicable section[4]: • "I give consent" or "I do not give consent..." under "PARENT/GUARDIAN CONSENT TO COLLECT ADDITONAL EVALUATION DATA" selected OR • "I agree" or "I do not agree..." under "PARENT/GUARDIAN AGREEMENT THAT NO ADDITIONAL DATA IS NEEDED" selected
14. Notification of Conference for Reevaluation is due no later than 10 calendar days prior to the proposed meeting date.	"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with: • "DATE OF MEETING:" at top of form populated • "Initial Eligibility/Evaluation" or "Reevaluation"	No later than 10 days prior to the proposed reevaluation meeting date	"Notification of Conference" • "Date:" at top of form satisfies due date • "Reevaluation." under "The purpose of this conference is to:" is selected

	under "PURPOSE OF CONFERENCE" selected • "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 **When applicable:** "Consent for Reevaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" or "I agree" selected		
15. Reevaluation 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.	"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with: • "DATE OF MEETING:" at top of form populated • "Initial Eligibility/Evaluation" or "Reevaluation" under "PURPOSE OF CONFERENCE" selected • "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 **When applicable:** "Consent for Reevaluation" with "Date:" of	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:")	"Reevaluation" from "Evaluation Team Report" with: • "DATE OF MEETING:" at top of form satisfies due date • "Reevaluation" under "PURPOSE OF CONFERENCE" section selected • "STEP 4 - ELIGIBILITY" in section 3 and/or "Step 2: Special Education and Related Services" in section 5 must also be completed

	Parent/Guardian Signature populated and "I give consent" or "I agree" selected		
16. Notification of Conference Recommendations - Eligible/Ineligible for Services[5, 6] 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:")	"Notification of Conference Recommendations" • "DATE:" at top of form satisfies due date • "Is eligible..." or "Is not eligible" under "At this conference, it was determined that your child: selected

Exiting Workflow Deadlines

Deadline	Placed When	Due	Requirements
17. Confirmation of Revocation of Consent & PWN of Termination of Services 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")	"Confirmation of Revocation of Consent & Prior Written Notice of Termination of Services" • "Date" at top of form satisfies due date

Timeline Exceptions/Additional Considerations

- [2] 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
- [3] 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
- [4] 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

- [5] This deadline is an exiting workflow deadline when a student was found not eligible for services and "Is not eligible..." is selected.

[1] 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 exisiting data
    - Parent/guardian **disagrees**:
        - The district must decide whether or not to collect additional data and notify the parent/guardian of their decision
- 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