

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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| <p>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.</p> | <p>"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</p> | <p>14 school days after referral ("Date Received")</p> | <p>"Notification of Decision Regarding a Request for an Evaluation"</p> <ul style="list-style-type: none"> "DATE:" at top of form satisfies due date One option under "Request for Initial Evaluation:" is selected |
| <p>2. Consent for Initial Evaluation must be completed within 14 school days of district receipt of an initial evaluation referral.</p> | <p>"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</p> | <p>14 school days after referral ("Date Received")</p> | <p>"Consent for Initial Evaluation"</p> <ul style="list-style-type: none"> "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 |
| <p>3. Notification of Conference for Initial Evaluation/Eligibility¹ is due no later than 10 calendar days prior to the proposed meeting date.</p> | <p>"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected</p> | <p>No later than 10 calendar days prior to the proposed Initial Evaluation/Eligibility meeting date</p> | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> "Date:" at top of form satisfies due date "Initial Evaluation/Eligibility." under "The purpose |

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| | | | of this conference is to:" is selected |
| <p>4. Initial Evaluation/Eligibility Determination is due within 60 school days^{2, 3} of receiving parental consent for evaluation.</p> | <p>"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected</p> | <p>60 school days^{2, 3} after the parent gives consent for initial evaluation ("Date:" of Parent/Guardian Signature)</p> | <p>"Initial Evaluation/Eligibility" from "Evaluation Team Report"</p> <ul style="list-style-type: none"> • "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 |
| <p>5. Notification of Conference for Initial IEP¹ is due no later than 10 days prior to the proposed meeting date.</p> | <p>"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected</p> | <p>No later than 10 days prior to the proposed Initial IEP meeting date</p> | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> • "Date:" at top of form satisfies due date • "Initial Individualized Education Program." under "The purpose of this conference is to:" is selected |
| <p>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.</p> | <p>"Consent for Initial Evaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" selected</p> <p>When applicable:</p> <ul style="list-style-type: none"> • "Initial Evaluation/Eligibility" from "Evaluation Team Report" with: <ul style="list-style-type: none"> ◦ "DATE OF MEETING:" at top of form populated | <p>When applicable:</p> <ul style="list-style-type: none"> • 30 calendar days after initial eligibility determination ("DATE OF MEETING:") <p>In no case later than:</p> <ul style="list-style-type: none"> • 60 school days after the parent gives consent for initial evaluation | <p>"Initial IEP" from "Individualized Education Program"</p> <ul style="list-style-type: none"> • "MEETING DATE:" at top of form satisfies due date • "Initial IEP" under "PURPOSE OF CONFERENCE" is selected |

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| | <ul style="list-style-type: none"> o "Initial Evaluation/Eligibility" under "PURPOSE OF CONFERENCE" is selected o "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 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"> • "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 |
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| 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 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"> • "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 CONFERENCE" selected | Within 1 year from the last IEP date | <p>"Annual Review" from "Individualized Education Program"</p> <ul style="list-style-type: none"> • "MEETING DATE:" at top of form satisfies |

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| | and "MEETING DATE:" populated | | <p>due date</p> <ul style="list-style-type: none"> "Annual Review" under "PURPOSE OF CONFERENCE" is selected |
| <p>10. Notification of Conference Recommendations - Will Receive Services Listed in IEP⁶ must be sent within 10 school days after an IEP has been created or reviewed.</p> | <p>"Individualized Education Program" with "Initial IEP" or "Annual Review" under "PURPOSE OF CONFERENCE" selected and "DATE OF MEETING:" populated</p> | <p>Within 10 school days after an IEP has been created or reviewed ("DATE OF MEETING:")</p> | <p>"Notification of Conference Recommendations"</p> <ul style="list-style-type: none"> "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 |
| <p>11. Request for Reevaluation 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"> "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 | <p>No later than 74 school days prior to the due date for the student's required triennial evaluation</p> | <p>"Referral Form"</p> <ul style="list-style-type: none"> "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 |
| <p>12. Notification of Decision Regarding a Request for an Evaluation must be sent within 14 school</p> | <p>"Referral Form" with "Reevaluation" under "Type of Evaluation Requested:" selected at top of form and "Date</p> | <p>14 school days after referral ("Date Received")</p> | <p>"Notification of Decision Regarding a Request for an Evaluation"</p> <ul style="list-style-type: none"> "DATE:" at top of form satisfies due |

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| <p>days of district receipt of a reevaluation request.</p> | <p>Received:" under "Signature of Person Receiving the Referral" at bottom of form populated</p> | | <p>date</p> <ul style="list-style-type: none"> • One option under "Request for Reevaluation:" is selected |
| <p>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.</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>When applicable:</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"> • "Date:" of Parent/Guardian Signature under corresponding section⁴ satisfies due date <p>With also ONE of the following selections under the applicable section⁴:</p> <ul style="list-style-type: none"> • "I give consent" or "I do not give consent..." under "PARENT/GUARDIAN CONSENT TO COLLECT ADDITIONAL EVALUATION DATA" selected <p>OR</p> <ul style="list-style-type: none"> • "I agree" or "I do not agree..." under "PARENT/GUARDIAN AGREEMENT THAT NO ADDITIONAL DATA IS NEEDED" selected |
| <p>14. Notification of Conference for Reevaluation is due no later than 10 calendar days prior to the proposed meeting date.</p> | <p>"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> • "DATE OF MEETING:" at top of form populated • "Initial Eligibility/Evaluation" or "Reevaluation" | <p>No later than 10 days prior to the proposed reevaluation meeting date</p> | <p>"Notification of Conference"</p> <ul style="list-style-type: none"> • "Date:" at top of form satisfies due date • "Reevaluation." under "The purpose of this conference is to:" is selected |

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| | <p>under "PURPOSE OF CONFERENCE" selected</p> <ul style="list-style-type: none"> • "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 <p>When applicable:</p> <p>"Consent for Reevaluation" with "Date:" of Parent/Guardian Signature populated and "I give consent" or "I agree" selected</p> | | |
| <p>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.</p> | <p>"Initial Eligibility/Evaluation" or "Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> • "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 <p>When applicable:</p> <p>"Consent for Reevaluation" with "Date:" of</p> | <p>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> | <p>"Reevaluation" from "Evaluation Team Report" with:</p> <ul style="list-style-type: none"> • "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 |

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| | 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" <ul style="list-style-type: none"> • "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 |
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| 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" <ul style="list-style-type: none"> • "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 existing 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