samegoal

Program Deadlines - Special Education

Special Programs deadline tracking calculates upcoming document deadlines directly from existing documents as they are completed.

When a deadline is the sooner of a calculation stemming from more than one document, the deadline is marked "provisional". This deadline may change on the information in the remaining related documents. Once all documents used in a given deadline calculation are completed, the deadline is no longer provisional.

Most deadlines are based on state and federal law. However, several (particularly deadlines for prior written notices) reflect best practices.

Initial Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. PWN indicating whether the LEA suspects disability is due 30 days after referral.	"Referral for Evaluation" with "Date Received" populated	30 days after referral ("Date Received")	"Prior Written Notice to Parents" • "TYPE OF ACTION TAKEN" is "Proposes... initial evaluation" or "Refusal... evaluation" • "DATE OF NOTICE" satisfies due date
2. Consent for initial evaluation is due 30 days after referral.	"Referral for Evaluation" with "Date Received" populated	30 days after referral ("Date Received")	"Parent Consent for Evaluation" • "TYPE OF EVALUATION" is "Initial Evaluation"

			• PART 1 "Date" (granted) or PART 2 "Date" (refused) is populated • "Date District Received Consent or Refusal of Consent" satisfies due date
3. Parent invitation for initial evaluation is due the sooner of 90 days after referral or 60 days after consent.	Either: • "Referral for Evaluation" with "Date Received" populated • "Consent for Evaluation" with "TYPE" is "Initial Evaluation", PART 1 "Date" (granted) is populated and "Date District Received Consent or Refusal of Consent" is populated	The sooner of: • 90 days after referral ("Date Received") • 60 dates after consent ("Date District Received Consent or Refusal of Consent")	"Parent Invitation" • "PURPOSE FOR MEETING" includes "To determine eligibility for... child with a disability" • "DATE" satisfies due date
4. Initial evaluation is due the sooner of 90 days after referral or 60 days after consent.	Either: • "Referral for Evaluation" with "Date Received" populated • "Consent for Evaluation" with "TYPE" is	The sooner of: • 90 days after referral ("Date Received") • 60 dates after consent ("Date District	"Evaluation Team Report (rev 2/2018)" • "TYPE OF EVALUATION" is "Initial Evaluation" • "The child is eligible for special

	"Initial Evaluation", PART 1 "Date" (granted) is populated and "Date District Received Consent or Refusal of Consent" is populated	Received Consent or Refusal of Consent")	education..." is populated • "MEETING DATE" satisfies due date
5. Parent invitation for initial IEP/SP is due the sooner of 120 days after referral, 90 days after consent or 30 days after initial evaluation.	Either: • "Referral for Evaluation" with "Date Received" populated • "Consent for Evaluation" with "TYPE" is "Initial Evaluation", PART 1 "Date" (granted) is populated and "Date District Received Consent or Refusal of Consent" is populated • "Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability	The sooner of: • 120 days after referral ("Date Received") • 90 days after consent ("Date District Received Consent or Refusal of Consent") • 30 days after initial evaluation ("MEETING DATE")	"Parent Invitation" • "PURPOSE FOR MEETING" includes "To develop, review, and/or revise the student's IEP" • "DATE" satisfies due date

	not equal to "ETNE" or "ETEX"		
6. Initial IEP/SP is due the sooner of 120 days after referral, 90 days after consent or 30 days after initial evaluation.	Either: • "Referral for Evaluation" with "Date Received" populated • "Consent for Evaluation" with "TYPE" is "Initial Evaluation", PART 1 "Date" (granted) is populated and "Date District Received Consent or Refusal of Consent" is populated • "Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability not equal to "ETNE" or "ETEX"	The sooner of: • 120 days after referral ("Date Received") • 90 days after consent ("Date District Received Consent or Refusal of Consent") • 30 days after initial evaluation ("MEETING DATE")	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" • "MEETING TYPE" is "INITIAL" • "MEETING DATE" satisfies due date
7. PWN acknowledging evaluation consent refused is due 7 days after	"Consent for Evaluation" with PART 2 "Date" (refused) is populated and	7 days after consent refusal is received ("Date District Received	"Prior Written Notice" • "TYPE OF ACTION TAKEN" includes

district receives refusal.	"Date District Received Consent or Refusal of Consent" is populated	Consent or Refusal of Consent")	"Revocation of Consent" • "DATE OF NOTICE" satisfies due date
8. PWN indicating a child is ineligible is due 7 days after an ineligibility determination.	"Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability is "ETNE" or "ETEX".	7 days after evaluation ("MEETING DATE")	"Prior Written Notice" • "TYPE OF ACTION TAKEN" includes "Proposal to change the identification..." or "Refusal to change the identification..." • "DATE OF NOTICE" satisfies due date
9. PWN indicating parental disagreement is due 7 days after IEP/SP date.	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" with "MEETING DATE" populated and either: • "INITIAL IEP/SP" is "I give consent... except for**" • "IEP/SP ANNUAL REVIEW (Not a Change of Placement)" is "I am signing... but I do not agree..."	7 days after IEP/SP ("MEETING DATE")	"Prior Written Notice" • "TYPE OF ACTION TAKEN" includes "IEP issues/meetings... disagree with district" • "DATE OF NOTICE" satisfies due date

	• "IEP/SP REVIEW (Change of Placement)" is "I do not give consent for the Change of Placement..."		
10. PWN acknowledging consent for services refused or revoked is due 7 days after district receives refusal/revocation.	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" with "MEETING DATE" populated and either: • "INITIAL IEP/SP" is "I do not give consent for special education..." • "IEP/SP REVIEW (Change of Placement)" is "I revoke consent for all special education..."	7 days after IEP/SP ("MEETING DATE")	"Prior Written Notice" • "TYPE OF ACTION TAKEN" includes "Revocation of Consent" • "DATE OF NOTICE" satisfies due date

Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
11. Parent Invitation for IEP/SP annual review is due 1 year	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" with	1 year less 1 day after last IEP/SP ("MEETING DATE")	"Parent Invitation" • "PURPOSE FOR MEETING" is "To develop,

less 1 day after last IEP/SP.	"MEETING DATE" populated and • "INITIAL IEP/SP" is not "I do not give consent..." • "IEP/SP REVIEW (Change of Placement)" is not "I revoke consent..."		review, and/or revise the student's IEP..." • "DATE" satisfies due date
12. Annual review IEP/SP is due 1 year less 1 day after last IEP/SP.	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" with "MEETING DATE" populated and • "INITIAL IEP" is not "I do not give consent..." • "IEP REVIEW (Change of Placement)" is not "I revoke consent..."	1 year less 1 day after last IEP/SP ("MEETING DATE")	"Individualized Education Program (rev 2/2018)" or "Services Plan (rev 12/2017)" • "MEETING TYPE" is "ANNUAL REVIEW" • "MEETING DATE" satisfies due date

13. PWN for reevaluation is due 3 years less 1 day after last ETR.	"Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability is not "ETNE" or "ETEX".	3 years less 1 day after last ETR ("MEETING DATE")	"Prior Written Notice" • "TYPE OF ACTION TAKEN" includes "Reevaluation" • "DATE OF NOTICE" satisfies due date
14. Parent invitation for reevaluation is due 3 years less 1 day after last ETR.	"Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability is not "ETNE" or "ETEX".	3 years less 1 day after last ETR ("MEETING DATE")	"Parent Invitation" • "PURPOSE FOR MEETING" includes "To determine reevaluation needs" • "DATE" satisfies due date
15. Reevaluation is due 3 years less 1 day after last ETR.	"Evaluation Team Report (rev 2/2018)" with "MEETING DATE" populated and disability is not "ETNE" or "ETEX".	3 years less 1 day after last ETR ("MEETING DATE")	"Evaluation Team Report (rev 2/2018)" • "TYPE OF EVALUATION" is "Reevaluation" • "The child is eligible for special education..." is populated • "MEETING DATE" satisfies due date