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 Wisconsin.

Initial Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. Notice of Receipt of Referral must be sent within 15 school days of district receipt of referral.	"Referral for Special Education Evaluation" with "Date referral received by school district/LEA" populated	15 school days after referral ("Date referral received by school district/LEA")	"Notice of Receipt" • " (Initials/Date)" satisfies due date
2. Existing Data Review must be completed within 15 school days of district receipt of referral.	"Referral for special education evaluation" with "Date referral received by school district/LEA" populated	15 school days after referral ("Date referral received by school district/LEA")	"Existing Data Review" • "Date" at top of form satisfies due date
3. Initial Evaluation: Notice must be sent within 15 school days of district receipt of referral.	"Referral for special education evaluation" with "Date referral received by school district/LEA" populated	15 school days after referral ("Date referral received by school district/LEA")	Either: • "Initial Evaluation: Notice that No Additional Assessments Needed" with "Date" populated • "Initial Evaluation:

			Notice and Consent Regarding Need to Conduct Additional Assessments" with "Date" populated
4. IEP Meeting Invitation (initial) must be sent within 30 calendar days of Initial Evaluation Report that finds student eligible.	"Evaluation Report" where "Type of Evaluation" shows "Initial" as checked, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	30 days after initial eligibility determination ("DATE when the determination of disability category...")	"Invitation to a Meeting of the Individualized Education Program (IEP) Team" • "The purpose of this IEP team meeting is" shows "Develop an initial IEP" as checked • "Date" satisfies due date

5. IEP (initial) meeting must be held within 30 calendar days of Initial Evaluation Report that finds student eligible.	"Evaluation Report" where "Type of Evaluation" shows "Initial" as checked, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	30 days after initial eligibility determination ("DATE when the determination of disability category...")	"Individualized Education Program" • "PURPOSE OF MEETING" shows "Develop an initial IEP" as checked • "Date of Meeting" satisfies due date
6. Consent for Initial Placement must be sent within 30 calendar days of Initial Evaluation Report that finds student eligible.	"Evaluation Report" where "Type of Evaluation" shows "Initial" as checked, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	30 days after initial eligibility determination ("DATE when the determination of disability category...")	"Determination and Notice of Placement: Consent for Initial Placement" • "I give my consent for my child..." or "I do not give my consent for my child" • "Date" satisfies due date
7. Evaluation Report must be completed within 60 calendar days of Initial Evaluation Notice.	Either: • "Initial Evaluation: Notice that No Additional Assessments Needed" with "Date" populated	60 calendar days after Initial Evaluation Notice ("Date")	"Evaluation Report" • "Type of Evaluation" shows "Initial" as checked • "3. This student meets the criteria for one or more of

	• "Initial Evaluation: Notice and Consent Regarding Need to Conduct Additional Assessments" with "Date" populated		the following disabilities..." is populated • "DATE when the determination of disability category..." satisfies due date

Recurring Workflow Deadlines

Deadline	Placed When	Due	Requirements
8. IEP Meeting Invitation (Annual Review) must be sent within 1 year less 1 day of prior IEP.	"Individualized Education Program" with "PURPOSE OF MEETING" populated and "Date of Meeting" populated	1 year less 1 day after prior IEP ("Date of Meeting")	"Invitation to a Meeting of the Individualized Education Program (IEP) Team" • "The purpose of this IEP team meeting is" shows "Develop an annual IEP" as checked • "Date" satisfies due date
9. IEP (Annual Review) meeting must be held within 1 year less 1 day of prior IEP.	"Individualized Education Program" with "PURPOSE OF MEETING" populated and "Date of Meeting" populated	1 year less 1 day after prior IEP ("Date of Meeting")	"Individualized Education Program" • "PURPOSE OF MEETING" shows "Develop an initial IEP" as checked

			• "Date of Meeting" satisfies due date
10. Determination and Notice of Placement must be sent within 1 year less 1 day of prior IEP.	"Individualized Education Program" with "PURPOSE OF MEETING" populated and "Date of Meeting" populated	1 year less 1 day after prior IEP ("Date of Meeting")	"Determination and Notice of Placement" • "Date parent(s) provided with notice of placement and IEP" satisfies due date
11. Notice of Reevaluation must be sent within 3 years less 1 day of prior Evaluation Report.	"Evaluation Report" with "Type of Evaluation" populated, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	3 years less 1 day after Evaluation Report completed ("DATE when determination of disability category...")	Either: • "Notice of Reevaluation" in which "Date" satisfies due date • "Notice of Agreement that Three-Year Reevaluation Not Needed" in which "Date" satisfies due date

12. Existing Data Review must be sent within 3 years less 1 day of prior Evaluation Report.	"Evaluation Report" with "Type of Evaluation" populated, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	3 years less 1 day after Evaluation report completed ("DATE when determination of disability category...")	"Existing Data Review" • "Date" at top of form satisfies due date
13. Reevaluation Assessments Notice must be sent within 3 years less 1 day of prior Evaluation Report.	"Evaluation Report" with "Type of Evaluation" populated, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	3 years less 1 day after Evaluation report completed ("DATE when determination of disability category...")	Either: • "Reevaluation: Notice that No Additional Assessments Needed" in which "Date" satisfies due date • "Reevaluation: Notice and Consent Regarding Need to Conduct Additional Assessments" in which "Date" satisfies due date
14. Evaluation Report must be completed within 3 years less 1 day of	"Evaluation Report" with "Type of Evaluation" populated, "DATE	3 years less 1 day after Evaluation report completed ("DATE when	"Evaluation Report"

prior Evaluation Report.	when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows a disability as checked	determination of disability category...")	• "Type of Evaluation" shows "Reevaluation" as checked • "3. This student meets the criteria for one or more of the following disabilities..." is populated • "DATE when the determination of disability category..." satisfies due date

Exiting Workflow Deadlines

Deadline	Placed When	Due	Requirements
15. Notice of Ineligibility must be sent within 10 school days of an Evaluation Report that finds a student ineligible for special education.	"Evaluation Report" with "Type of Evaluation" populated, "DATE when determination of disability category..." populated, and "3. This student meets the criteria for one or more of the following disabilities..." shows "None" as checked	10 school days of Evaluation Report completed("DATE when determination of disability category...")	"Notice of Ineligibility" • "Date" satisfies due date
16. Notice of Cessation of Services must be	"Parent Revocation of Consent for Special Education"	10 school days after consent revoked ("Date")	"Notice of Cessation of Special Education and Related

sent within 10 school days of parent revocation of consent for special education.	with "Date" populated		Services in Response to Parental Revocation of Consent" • "Date" satisfies due date

Resources

- WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION GUIDE TO SPECIAL EDUCATION FORMS