

KEY SPECIAL EDUCATION TIME LINES

- ✓ "DAY" means a calendar day.
- ✓ "BUSINESS DAY" means Monday through Friday, except for federal and State holidays.
- ✓ "SCHOOL DAY" means any day, including partial day, that children are in attendance for instructional purposes.

EVALUATIONS & REEVALUATIONS

Within 14 school days of receipt of evaluation request	→	Respond in writing to parent request for Evaluation (ISBE Form 34-37A)
	→	Conduct a domain meeting, complete the domain/consent form (ISBE Form 34-57B for initial evaluations, Form 34-57C for reevaluations), provide the completed domain/consent to the parents with a request for the parents' consent, and provide the parents with the notice of Procedural Safeguards (ISBE Form 34-57J)
<i>If at least 60 school days left in the school year after the date of parental consent is received:</i>		
Within 60 school days	→	Complete all required assessments for evaluation; and
	→	Convene IEP conference to determine eligibility, and if student is eligible, develop IEP
<i>If fewer than 60 school days left in the school year after the date that parental consent is received:</i>		
Prior to the 1 st day of student attendance in the following school year	→	Complete evaluation and convene IEP conference
At the conclusion of the IEP/eligibility conference	→	Provide a copy of the evaluation report(s) and eligibility determination documentation
	→	Provide Notification of Conference Recommendations (ISBE Form 34-57E)
No later than 3 years after date that last district evaluation was completed and reviewed at IEP conference	→	Complete and consider results of triennial reevaluation at IEP conference and determine student's continued eligibility

INDEPENDENT EDUCATIONAL EVALUATIONS

Within 10 days after receiving report of an IEE conducted at public or private expense	→	Provide notification of IEP conference to review and consider
Within 5 days after receipt of request for an IEE at public expense	→	Agree to conduct IEE and provide district's IEE criteria <i>or</i>
	→	Deny IEE request by filing a due process complaint notice with ISBE (ISBE Form 19-86)

IEP DEVELOPMENT, REVIEW AND REVISION

No later than 10 school days after IEP development or revision (or by the beginning of the following school year if the IEP is developed or revised with fewer than 10 school days left in the school year)	→	Implement new or revised IEP
Within 10 days after receiving parent request for IEP meeting	→	Agree and provide parents with notification of conference OR
	→	Decline and provide parents with written statement of why IEP meeting is not necessary for student to receive FAPE
At least 10 days prior to the IEP meeting	→	Provide parents with notification of IEP conference
At conclusion of IEP meeting	→	Provide copy of the IEP and Notice of Conference Recommendations (ISBE Form 34-57E)
Within 10 days after any proposal or refusal to initiate or change identification, evaluation, placement, or provision of FAPE to a child	→	Provide prior written notice
No later than one year after date that last IEP was written	→	Conduct annual review and develop new IEP

TRANSITION

Beginning no later than the first IEP in effect when student turns 14 ½ and updated annually thereafter	→	IEP must include measurable post-secondary goals and transition services
During school year in which student turns 17	→	Provide parents and student with Notification of Transfer of Rights Due to Age of Majority (ISBE Form 34-57I), Delegation of Rights To Make Educational Decisions (ISBE Form 34-57K), and Notice of Procedural Safeguards (ISBE Form 34-57I)
Upon issuance of a regular high school diploma to a student	→	Provide student with summary of academic achievement and functional performance ("SOP")

REVOCATION OF CONSENT

Within 5 days after oral revocation of consent	→	Provide parent with a written confirmation of the old revocation
Within 10 days after any oral or written revocation of consent	→	Provide prior written notice to parents in response to revocation

Promptly following revocation	→	Notify all relevant staff
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TRANSFER STUDENTS WITH IEPs

By the end of the next business day after the date of enrollment	→	Request student records from sending district
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If parent or district do not agree with current IEP:

Within 10 days after the date of the child's enrollment	→	Provide parent written notice including a proposed IEP conference date
While new IEP is being developed	→	Implement comparable services to those specified in current IEP

If district does not receive IEP from sending district within 10 days written request:

Within 10 days	→	Provide written notice with proposed IEP meeting date to develop new IEP*
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*Unless the current IEP (1) arrives prior to the IEP conference date (2) from an Illinois school district and (3) is implemented by then.

HOME/HOSPITAL SERVICES

Within 5 school days after receipt of required (written) physician statement	→	Initiate home/hospital services*
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*But ISBE regulations state that the IEP team must consider the need for home or hospital services, based on the physician's statement?

BEHAVIOR/DISCIPLINE

Within 15 days after district's behavioral intervention policies and procedures are amended, or when the student's first IEP is implemented	→	Provide copy of policies and procedures to parents
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Within 10 school days of decision to suspend the student for what will amount to more than 10 school days in aggregate for that school year, or to move the student to an IAES placement, or to recommend the student for expulsion	→	Convene IEP meeting to (i) create or revise BIP, and (ii) conduct a manifestation determination
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Within 10 business days after decision to place student in IAES due to weapons, drugs, or serious bodily injury offense	→	Convene IEP meeting to select location of IAES*
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*Can/should be at same IEP conference as above, but note different applicable time lines.