

## KEY SPECIAL EDUCATION TIMELINES

- ✓ "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, unless otherwise specifically noted (+) below.

### GENERAL REQUIREMENTS

Within <b>10 school days</b> after any proposal or refusal to initiate or change identification, evaluation, placement, or provision of FAPE to a student	→ Provide parent with prior written notice with statement of the proposed action or refusal to take requested action, etc.
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Within <b>20 school days</b> from the beginning of school year, or upon development of a student's initial IEP	→ Provide parent with notice of ability to request a copy of the related service logs
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### EVALUATIONS & REEVALUATIONS

Within <b>10 school days</b> of receipt of evaluation request	→ Provide written response to parent of decision (ISBE Form 34-57A)
Within <b>14 school days</b> of receipt of evaluation request if school district agrees to evaluation	→ 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 parent with a request for written consent; and
	→ Provide the parent with the Explanation of Procedural Safeguards (ISBE Form 34-57J)

*If at least 60 school days left in the school year after the date parent signs the written consent:*

Within <b>60 school days</b>	→ Complete all required assessments for evaluation; and
	→ Convene IEP conference to review evaluation, determine eligibility and, if student is eligible, develop IEP within 30 days (if separate meeting)

*If fewer than 60 school days left in the school year after the date that parent signs the written consent:*

<b>Prior to the 1<sup>st</sup> day of student attendance</b> in the following school year	→ Convene IEP conference to review evaluation, determine eligibility and, if student is eligible, develop IEP within 30 days (if separate meeting)
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At least <b>3 school days</b> prior to an eligibility meeting	→ Provide parent with copies of all written material, including all evaluations and data, that will be considered by the IEP team at the meeting (but do <i>not</i> include completed Eligibility Determination pages)
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<p><b>At the conclusion</b> of the eligibility/IEP conference</p>	<ul style="list-style-type: none"> <li>→ Provide parent with a copy of the eligibility determination documentation and, if student is eligible, the IEP*</li> <li>→ Provide parent with Notification of Conference Recommendations (ISBE Form 34-57E)</li> </ul> <p><b>*Note:</b> The recent amendment to the ISBE special education rules provides that the IEP may be provided at a later date if agreed upon by the parent and documented in the IEP. While ISBE did not include similar language for eligibility determination documentation, we believe the language may also be applied to Conference Summary Reports related to evaluations, reevaluations, and eligibility determinations.</p>
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<p><b>No later than 3 years</b> after date that last district evaluation was completed and reviewed by IEP team</p>	<ul style="list-style-type: none"> <li>→ Conduct a domain meeting</li> <li>→ Complete domain/consent form;</li> <li>→ Provide completed domain/consent to parent with a request for written consent; and</li> <li>→ Complete and consider results of triennial reevaluation at IEP conference and determine student's continued eligibility</li> </ul>
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### INDEPENDENT EDUCATIONAL EVALUATIONS

<p>Within <b>5 days</b> after receipt of parent request for an IEE at public expense</p>	<ul style="list-style-type: none"> <li>→ Agree to the request and arrange for an IEE at public expense <i>or</i></li> <li>→ Initiate an impartial due process hearing to show that the district's evaluation was appropriate</li> </ul>
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<p>Within <b>10 days</b> after receiving report of an IEE conducted at public or private expense</p>	<p>→ Provide parent with Notification of Conference (ISBE Form 34-57D) at which IEE will be reviewed</p>
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### IEP DEVELOPMENT, REVIEW, AND REVISION

<p>Within <b>10 days</b> after receiving parent request for IEP meeting</p>	<ul style="list-style-type: none"> <li>→ Agree and provide parent with Notification of Conference (ISBE Form 34-57D) <i>or</i></li> <li>→ Decline and provide parent with prior written notice statement of why IEP meeting is not necessary for student to receive FAPE*</li> </ul> <p><b>*Note:</b> The recent amendment to Section 226.220 of the ISBE special education rules did not apply the 10-school-day prior written notice requirement to situations where a school district declines a parent's request for an IEP meeting.</p>
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<p>At least <b>10 days</b> prior to the IEP meeting</p>	<p>→ Provide parent with Notification of Conference (ISBE Form 34-57D)</p>
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At least <b>3 school days</b> prior to the IEP meeting	→	Provide parent with copies of all written material, including draft IEP components (except for service minutes and placement), that will be considered by the IEP team at the meeting
Upon parent request	→	Make related service logs available to parent
At conclusion of IEP meeting	→	Provide parent with a copy of the IEP unless a later date is agreed upon by the parent and documented in the IEP; also provide Notice of Conference Recommendations (ISBE Form 34-57E)
Within <b>7 school days</b> after IEP meeting or as soon as possible thereafter	→	<i>For Limited English Proficient parents</i> , provide translated copy of Notice of Conference Recommendations form and all other applicable elements of IEP forms simultaneously with English IEP documents
As soon as possible but <b>not more than 30 school days after IEP meeting</b>	→	<i>For Limited English Proficient parents</i> , provide translations of all other vital IEP documents
No later than <b>10 school days</b> 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*  <b>*Note:</b> The recent amendment to the ISBE special education rules did not address the apparent contradiction between the required 10-school-day prior written notice period and the required implementation of the IEP no later than 10 school days. We recommend implementing a new or revised IEP no later than 10 school days after providing the parent with the IEP and Notice of Conference Recommendations, unless the parent files a due process or mediation request within that 10-school-day period.
If an IEP service is not implemented within <b>10 school days</b> after date for initiation set forth in IEP, then, within <b>3 school days</b> following the non-compliance  For purposes of this timeline, “school days” does not include days when the student is absent for reasons unrelated to a lack of IEP services	→	Provide parent with written notice of failure to implement and district’s procedures for requesting compensatory services
No later than one year after date that last IEP was written	→	Conduct annual review and develop new IEP

### TRANSITION

Before child <i>with an IFSP</i> turns 3	→	School district representative must participate in a transition meeting scheduled by the early intervention team
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	→	Ensure that either an IEP or IFSP is in effect on the child's third birthday
If a child <i>without an IFSP</i> is referred <b>at least 60 days</b> prior to their third birthday	→	Ensure that either an IEP or an IFSP is in effect by the child's third birthday
If a child <i>without an IFSP</i> is referred <b>fewer than 60 days</b> prior to their third birthday	→	Follow the usual process and timelines for responding to a referral for an evaluation (see Evaluations & Reevaluations section above)
Beginning <b>no later than the first IEP in effect when student turns 14 ½</b> and updated <b>annually thereafter</b>	→	IEP must include measurable post-secondary goals and transition services
<b>During school year in which student turns 17</b>	→	Provide parent 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 34-57J)
<b>Upon the student reaching the age of 18</b>	→	Provide parent and student with Notification of Transfer of Rights Due to Age of Majority (ISBE Form 34-57I) and Notice of Procedural Safeguards (ISBE Form 34-57J)
<b>Upon issuance of a regular high school diploma to student</b>	→	Provide student (or parent who has been delegated decision-making rights or has legal guardianship) with summary of academic achievement and functional performance ("SOP") (ISBE Form 34-60)

#### REVOCATION OF CONSENT

<b>Immediately</b> upon revocation	→	Cease any pending evaluation/reevaluation activities and notify all relevant staff of revocation (This also applies when a parent revokes consent for access to Medicaid/private insurance benefits, disclosure of personally-identifiable information, and use of IFSP in lieu of IEP where applicable)
Within <b>5 days</b> after oral revocation of consent	→	Provide parent with a written confirmation of the oral revocation
Within <b>10 school days</b> after any oral or written revocation of consent for continued provision of special education and related services	→	Provide prior written notice to parent in response to revocation (ISBE Form 34-57N); terminate services 10 school days after providing this notice

#### TRANSFER STUDENTS WITH IEPs

<b>By the end of the next business day</b> 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:*

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

*If district does not receive IEP from sending district:*

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| Within <b>10 days</b> after requesting IEP from sending district   | → | Provide parent with Notification of Conference (ISBE Form 34-57D) to develop new IEP* |
| <p>* <b>Note:</b> Unless the current IEP (a) arrives prior to the IEP conference date, (b) from an Illinois school district, and (c) is implemented by then.</p> |   |   |

### HOME/HOSPITAL SERVICES

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| <b>As soon as possible</b> after receipt of required written statement from a physician licensed to practice medicine in all of its branches, a licensed physician assistant, or licensed advanced practice registered nurse  | → | Provide parent with Notification of Conference (ISBE Form 34-57D) to determine the type, amount and delivery of home/hospital services, based on the physician's statement |
| Within <b>5 school days</b> after receipt of required written statement from a physician licensed to practice medicine in all of its branches, a licensed physician assistant, or licensed advanced practice registered nurse | → | Initiate home/hospital services  |

### BEHAVIOR/DISCIPLINE

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| Within <b>15 days</b> after district's behavioral intervention policies and procedures are amended, or <b>when the student's initial IEP is implemented</b>  | → | Provide copy of behavioral intervention policies and procedures to parent                                       |
| Within <b>10 school days</b> 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, or to recommend the student for expulsion | → | Convene IEP meeting to<br>(i) initiate or revise FBA and BIP, and<br>(ii) conduct a manifestation determination |
| Within <b>10 school days</b> after decision to place student in IAES due to weapons, drugs, or serious bodily injury offense   | → | Convene IEP meeting to select location of IAES  |