

Due Process Timelines

Prior Written Notice

- 10 School days to get out to parents
- Send with
 - Evaluation/Reevaluation Plan
 - Individual Education Plan (IEP)
 - Changes or Discussions
 - Rejections

Evaluations/Reevaluations

- Written report completed and meeting held within 30 school days (only days that students are expected to attend).
- Reevaluations must be completed within a three-year timeline. For example, the last evaluation completed 1/2/2018, a reevaluation needs to be completed by 1/2/2021.
 - For reevaluations, parent consent is not required so testing can begin 15 calendar days after sending it home.
- Transition Assessment: If the student will turn 14 or be in ninth grade before the next reevaluation (in the next three years), transition assessments must be completed. Therefore, transition assessments should be completed with all evaluations for 7th, 8th, and 9th-grade students.
 - Transition goals need to be included in IEPs. It doesn't necessarily need to be a separate goal, but it needs to be clear in the goal that it's related to transition.
 - In the grid include specific classes they will be taking, it CANNOT say "electives." There must be an actual class listed- does not mean that they will for sure end up taking that class.

Individual Education Program (IEP)

- Must have a meeting within 30 calendar days after an eligibility meeting.
- Send a written copy to the parent within 10 school days after the IEP meeting
- *Remember to send Melanie Adema the IEP case manager checklist

Service Page Start Date

- Add 15 calendar days (14 days plus one for delivery) from the day the paperwork was sent to the parent
 - For example, an IEP held on 12/1/2018, the start date should be 12/16/2018 (or the first weekday after that)

****Remember to FINALIZE all due process documents in SpEd Forms****