

Special Education Referral, Evaluation, and Implementation Timeline “Cheat Sheet”

Referral

1. Who can make a Special Education Referral?
Parents, and a “Public Agency”—(A Public Agency is defined as “any public entity that is responsible for providing special education and related services.) 511 IAC 7-32-77. See if you qualify.
2. After a parent makes a request, the public agency has **10 INSTRUCTIONAL DAYS** to provide the parent with written notice that the school is willing to conduct the evaluation or that the school refuses to conduct the evaluation.
3. After receiving written notice that the school proposes to or refuses to conduct an educational evaluation, the parent must provide consent, in writing, to licensed personnel before the school may conduct the initial educational evaluation. **A request to have the evaluation results explained MUST BE SUBMITTED AT THE SAME TIME AS THE WRITTEN CONSENT FOR EVALUATION. Clock does not start until written consent is provided. ☺**

Evaluation

1. The initial educational evaluation must be conducted and the Case Conference Committee (CCC) convened within **50 INSTRUCTIONAL DAYS** of the date the written parental consent is received.
2. If the child requires an Educational Surrogate Parent (ESP) the school has **30 DAYS** to ensure assignment of an ESP. This is concurrent with the timeframe for the Special Education Evaluation to be conducted.
3. The parent may go to the school the student attends during the **5 INSTRUCTIONAL DAYS PRIOR** to the Case Conference Committee (CCC) meeting to obtain a copy of the evaluation report. The school district will provide a copy of the evaluation report to the parent at that time **at no cost to the parent.**
If, at the time written consent for the evaluation was provided, the parent requested the evaluation results be explained; the school district will arrange a meeting with the parent and an individual who can explain the evaluation results within **5 INSTRUCTIONAL DAYS PRIOR** to the CCC meeting.
4. If parent disagrees with results of educational evaluation, parent can request that the school provide for an Independent Educational Evaluation (IEE) at Public Expense.
5. School must: a. Initiate a due process hearing; **OR**
b. Notify the parent in writing that an IEE will take place at public expense--**WITHIN 10 BUSINESS DAYS OF RECEIPT OF REQUEST.**

Implementation

1. The school will provide a copy of the IEP to the parent at the end of the CCC meeting or will mail a copy of the IEP to the parent **WITHIN 10 BUSINESS DAYS AFTER** the date of the CCC meeting.
2. Services identified in the IEP will be provided **WITHIN 10 INSTRUCTIONAL DAYS** after the parent provides written consent to the initial IEP.
3. An IEP will be reviewed and revised by the CCC **AT LEAST EVERY 12 MONTHS.**
4. CCC meetings should be requested between annual reviews if: Services identified in the IEP are not being delivered; the student’s needs change; or the student’s placement changes. Ask for a CCC meeting if you feel that the CCC needs to discuss or change the student’s IEP.
5. Educational Re-evaluation must take place **AT LEAST ONCE EVERY 36 MONTHS.**