

## Appendix G1: Timeline for Special Education Decision-Making Process

**NOTE: Refer to IEP Team Checklists in Appendix G for Specific Procedures and Documents Required for Each Meeting**

Timeline	IEP Team Meetings	Purpose of Meeting	Activity or Procedure
<p>•<b>Receive</b> referral and date stamp: 90-calendar day timeline starts</p> <p><i>All assessments for initial special education services (child does not have an IEP) must be recommended and completed concurrently within:</i></p> <ul style="list-style-type: none"> <li>• 90-calendar days from the <b>receipt</b> of the referral to the completion of the Evaluation Report at the IEP team meeting; <b>or</b></li> <li>• 60-calendar days from <b>receipt</b> of parental consent for the evaluation, <b>whichever comes first</b>. Date stamp needed if consent not given at IEP team meeting.</li> </ul> <p><i>All assessments recommended after the student has an IEP, including those for a reevaluation or for consideration of adding a service (such as a related service), must be completed within 90-calendar days</i></p>			
	IEP Team Meeting #1	Review referral and determine need for assessment by IEP team	If assessments are recommended, 60 calendar day timeline starts with <b>receipt</b> of written parental consent.
			Collect additional data and/or complete assessments and written reports
	IEP Team Meeting #2	Review assessment information and complete Initial Eligibility section of the IEP as well as any required supplements (SLD, ADHD, ED, DD, Autism)	Provide copies of each assessment report to parent at <b>least 5 business days before</b> the IEP team meeting
30-Calendar Days			Gather parent and teacher input for IEP. Provide parent with <b>appropriate pages of draft IEP at least 5 business days before</b> the meeting.
	IEP Team Meeting #3	Develop and approve IEP	Provide IEP to parent <b>within 5 business days after</b> the meeting.
Implement IEP as soon as possible. For HCPSS, a best practice timeline is 5 business days.			Implement IEP
On a quarterly basis			Document student's progress on the Goal pages in Howard County IEP (mail to parent and file copy in student record)
At least annually	ESY IEP Team Meeting	Determine eligibility for Extended School Year services	
At least annually from date of IEP approval	Annual Review IEP Team Meeting		Collect data for annual review
Three calendar years from the date the evaluation report is completed, or sooner if conditions warrant, if requested by the parent or teacher, or prior to dismissal from service (and within 90 days of recommending assessments)	Reevaluation IEP Team Meeting	Determine continued eligibility for special education. Review data or written assessments reports and complete Reevaluation Report and continued eligibility section of the IEP.	<i>Not required for graduation or aging out.</i> Revise the IEP, as needed due to the new data, within the 90-calendar days timeline.

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*Items in italics reflect COMAR 13A.05.01*