

# TIMELINE TRACKER

# SPECIAL EDUCATION

STUDENT NAME :

TASK	TIMELINE	DUE DATE	DONE
<b>Request for Evaluation to Notice of Proposal/Refusal</b>	14 days (calendar)		
<b>Initial Evaluation Report/Eligibility Determination</b> Date consent received:	30 school days		
<b>Initial IEP meeting</b> A meeting to develop an IEP still must be conducted within 30 calendar days of determining a student needs special education services Date of Evaluation Report:	30 calendar days		
<b>Annual IEP meeting</b> Review the IEP periodically, but not less than annually Date of Current IEP (meeting date):	1 year		
Proposed Service Start date for Annual IEP Date IEP Prior Written Notice sent:	14 calendar days	No need to change service start date if parent signs PWN prior to 14 days	
<b>Re-evaluation</b> Date of most recent Evaluation Report:	3 years		
<b>Re-evaluation</b> Date consent received for Re-Eval (or expiration of 14 calendar day wait time):	30 School days		
<b>Progress Reports</b> Frequency = at least as often as parents are informed of their nondisabled student's progress; e.g. concurrent with the issuance of report cards			
<b>Secondary Transition</b> -Transition to be addressed during grade 9, at the latest.			
<b>Transfer of Rights</b> - Students and parents must be informed of the transfer of majority rights by the student's 17th birthday	17 <sup>th</sup> Birthday date		