

Service/Obligation	Timeline	Exceptions/Notes/Considerations	Authority
Initial Evaluation and IEP Development			
Prior Written Notice (PWN).	"A reasonable time" before the school district proposes or refuses to initiate or change the identification, evaluation, educational placement, or the provision of FAPE.	PWN must be provided so that parents have enough time to fully consider the change and respond to the action before it is implemented. <i>Practice Note:</i> Attach procedural safeguards notice to PWN.	34 C.F.R. § 300.503; Letter to Chandler (OSEP 2012)
IEP team meeting to review initial evaluation.	School district must complete the initial evaluation and eligibility determination within 60 calendar days of receiving parental consent to evaluate unless the state has a shorter time frame.	The 60-calendar-day timeframe does not apply if: <ul style="list-style-type: none"> The parent repeatedly fails or refuses to produce the student for the evaluation. The student enrolls in another school district after the relevant timeframe has begun, and prior to a determination by the student's district as to whether the student is a student with a disability. (<i>Note: This exception applies only if the subsequent district is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and subsequent district agree to a specific time when the evaluation will be completed.</i>) 	34 C.F.R. § 300.301
	30 days to develop the IEP after determination that student needs special education.	None.	34 C.F.R. § 300.323
<i>Recommended:</i> Complete the student's initial IEP in its entirety within 60 days after receipt of parent consent to initial evaluation unless one of the exceptions above applies.			
Applicable to All IEPs			
Notify parents of the IEP team meeting (send IEP meeting notice).	"Early enough to ensure an opportunity to attend" the IEP team meeting.	None.	34 C.F.R. § 300.322
Notice of procedural safeguards	Give a copy of the notice of procedural safeguards to parent(s) at least once each school year.	Notice of procedural safeguards also must be provided: <ul style="list-style-type: none"> Upon initial referral or parent request for an evaluation; Upon receipt of the first due process complaint in a school year; Upon receipt of the first state complaint in a school year; On the date the district decides on a disciplinary removal that results in a change of placement; and Upon request by the parent. Notice of procedural safeguards must be written in language understandable to the general public and provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.	34 C.F.R. § 300.504 (incorporating 34 C.F.R. § 300.530 by reference)
Implement the IEP.	"As soon as possible" following the development of the student's IEP.	None.	34 C.F.R. § 300.323
Progress toward annual IEP goals provided to parent(s).	Per the IEP.	None.	34 C.F.R. § 300.320
Reevaluations			
Triennial reevaluations.	Every 3 years based on the date of the last triennial review.	<ul style="list-style-type: none"> Reevaluation may occur more frequently if necessary, but no more than once per year unless the parties agree. If a parent requests more than one reevaluation in a year and the school district does not believe a reevaluation is needed, the district must provide the parents with PWN of its refusal to conduct a reevaluation Parent and the school district may agree in writing that triennial reevaluation is not necessary. They may also agree to limit the scope of the review. <i>Recommended:</i> Begin triennial reevaluation process at least 60 days prior to the triennial review.	34 C.F.R. § 300.303; 34 C.F.R. § 300.503

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Additional IEP Meetings			
Annual IEP team review.	Not longer than 12 months from the date of the last annual IEP.	None.	34 C.F.R. § 300.324
IEP meeting to review student's lack of anticipated progress or other matters.	No statutory timeline.	IEP team must revise as appropriate to address: any lack of expected progress toward the annual goals; the results of any reevaluation; information about the student provided to, or by, the parents; the student's anticipated needs; or other matters	IEP meeting to review student's lack of anticipated progress or other matters.
Transition Planning Requirements			
Postsecondary goals and transition services in IEP.	Beginning not later than the first IEP to be in effect when the student turns 16, or younger if determined appropriate by the IEP team,	Must be reviewed annually.	34 C.F.R. § 300.320
Student informed of transfer of rights.	IEP developed at least one year before the student reaches the age of majority must include a statement that the student has been informed of the IDEA rights, if any, that will transfer to student when student reaches the age of majority.	<i>Consider:</i> Provide additional notice upon the student turning 18.	34 C.F.R. § 300.320
Notice to parent(s) of student's graduation from high school with diploma.	Graduation from high school with a regular high school diploma constitutes a change in placement, which triggers the procedural safeguards of the IDEA that requires the school district to provide written prior notice to the parents within "a reasonable time."	None.	34 C.F.R. § 300.102; 34 C.F.R. § 300.503
Discipline			
Provide parent(s) with notice of change of placement and copy of procedural safeguards.	Day decision is made to remove student for disciplinary purposes for more than 10 schooldays.	Refer to 34 C.F.R. section 300.530.	34 C.F.R. § 300.530(h)
Conduct a manifestation determination review.	Within 10 schooldays after the decision is made to remove the student for disciplinary purposes for more than 10 schooldays	<i>Refer to 34 C.F.R. section 300.530. Recommended: Refer to F3 Law's "Special Education Removals for Disciplinary Purposes" handout</i>	34 C.F.R. § 300.530(e)
Student Records/Record Requests			
Comply with parent's request to review records.	Comply with parent's inspection or review request "without unnecessary delay" and before any meeting regarding an IEP, or any hearing pursuant to 34 C.F.R. § 300.507 or 34 C.F.R. § 300.530 through § 300.532, or resolution session pursuant to 34 C.F.R. § 300.510, and in no case more than 45 days after the request has been made.	State law may establish specific timelines for production of records and/or copies.	34 C.F.R. § 300.613
Provide new school district with special education records.	Prior school district must take reasonable steps to "promptly" respond to any record request from the student's new school district.	State law may establish specific timelines for provision of records to new school district.	34 C.F.R. § 300.323

THIS IS A GUIDE IS A SUMMARY ONLY AND NOT LEGAL ADVICE. WE RECOMMEND THAT YOU CONSULT WITH LEGAL COUNSEL TO DETERMINE HOW THIS MAY APPLY TO YOUR SPECIFIC FACTS AND CIRCUMSTANCES