

## Special Education Process Timeline

15 Days		15 Days Minimum		60 Days				ASAP	1 YEAR
Referral➡	Problem Solving Team➡	Informed Consent➡	Assessment Plan➡	Receipt of Parent Guardian Consent ➡	Multidisciplinary Assessment Begins➡	IEP Team Meeting➡	Development of IEP➡	Implement IEP➡	Annual Review of IEP ⬇
By parents, Guardians, teachers, doctors, agencies, or others who are familiar with the child	<p>Respond to reason for referral ⬇</p> <p>Document response to pre-referral intervention ⬇</p> <p>Continue intervention; If appropriate, refer to multi-disciplinary team member for next steps ➡</p>	<p>Meet or Call Parent to explain:</p> <p>Notice of Parent Guardian Rights and Procedural Safeguards ⬇</p> <p>Prior Written Notice (PWN) &amp; proposed assessment plan ➡</p>	<p>Describe reason for assessment ⬇</p> <p>Identify areas to be assessed ⬇</p> <p>Check type of tests or procedures to be used ⬇</p> <p>Obtain parent guardian permission to assess ➡</p> <p>Note who will conduct assessments</p>	Assessment begins when parent guardian permission is received ➡	<p>Assess in all areas of suspected disability, such as:</p> <ul style="list-style-type: none"> <li>• Academic or Pre-Academic Achievement</li> <li>• Social, Emotional, and/or Adaptive Behavior</li> <li>• Psychomotor Development</li> <li>• Communication Development</li> <li>• Vision/Hearing</li> <li>• Intellectual Development</li> <li>• Vocational/Career Development</li> <li>• Other (e.g., audiological, health, independent evaluation, etc.)</li> </ul>	<p>Provide Notice of Meeting ⬇</p> <p>Provide Notice of Parent Guardian Rights and Procedural Safeguards ⬇</p> <p>Discuss present levels of performance ⬇</p> <p>Determine eligibility for special education services ⬇</p> <p>Identify impact of disability on educational performance ⬇</p> <p>If eligible go to next column ➡</p>	<p>Develop goals and objectives ⬇</p> <p>Discuss special factors, including means of state testing ⬇</p> <p>Identify supplementary aides &amp; services; Determine special education and/or related services ⬇</p> <p>Discuss location, % time in general education ⬇</p> <p>Make clear offer of FAPE ⬇</p> <p>Obtain parent guardian consent ➡</p>	<p>Provide PWN after IEP clarifying offer of FAPE ⬇</p> <p>Provide special education services per written IEP ➡</p>	<p>Send Notice of Meeting to convene prior to the due date at a mutually convenient time to review progress on prior goals and propose IEP ⬇</p> <p>Incorporate parent input into teacher(s) and/or specialist(s) reports ⬇</p> <p>Modify or add goals, objectives, special factors, etc. ⬇</p> <p>Offer FAPE in least restrictive environment ⬇</p> <p>Obtain parent guardian consent</p> <p>Provide copy</p>