

## Special Education Timelines

ALL STUDENTS			
Obligation	Timeline	Notes or Exceptions	Authority
Sending an assessment plan for an initial assessment	Within 15 calendar days of the date of referral	<ul style="list-style-type: none"> <li>• Tolled for school breaks in excess of five school days.</li> <li>• If referral received 10 days or fewer before end of school year, then due within first 10 days of next school year.</li> <li>• <i>Note:</i> Attach procedural safeguards notice to proposed assessment plan.</li> </ul>	EC 56043(a) EC 56321(a)
Convening an IEP meeting to review initial assessments	Within 60 calendar days of receipt of a signed assessment plan	VALID TIMELINE EXTENSIONS: <ul style="list-style-type: none"> <li>• Student enrolls in another LEA.</li> <li>• Student not made available.</li> <li>• School breaks in excess of five school days.</li> </ul>	EC 56043(c) EC 56302.1
Notifying parents of an upcoming IEP	No specific number of days by law, but “early enough to ensure an opportunity to attend”	OUSD recommends providing ten days’ notice to a parent or guardian.	EC 56043(e) EC 56341.5(b)
Evaluating a student for a triennial IEP	No more than three years from the date of the last formal evaluation	<ul style="list-style-type: none"> <li>• May occur more frequently if necessary, but no more than once per year unless the parties agree.</li> <li>• Parent and LEA may agree in writing to a review of records in lieu of reevaluation.</li> <li>• <i>Recommended:</i> Begin triennial assessment process at least 90 days before the due date to ensure it is completed on time.</li> </ul>	EC 56043(k) EC 56381
Responding to a request for assessment in any area	Within 15 calendar days of the date of request	<ul style="list-style-type: none"> <li>• Tolled for school breaks in excess of five school days.</li> <li>• If referral received 10 days or fewer before end of school year, then due within first 10 days of next school year.</li> <li>• <i>Note:</i> Attach procedural safeguards notice to assessment plan.</li> </ul>	EC 56043(a) EC 56321(a)
Convening an annual IEP meeting	No more than one year from the date of the last annual	• <i>Recommended:</i> Schedule each annual 3-4 weeks earlier than the due date to avoid past-due IEPs.	EC 56043(d), (j) EC 56343(d) EC 56380
Convening an IEP after parent request for an IEP meeting	No more than 30 calendar days from date of request	<ul style="list-style-type: none"> <li>• Tolled for school breaks in excess of five school days.</li> <li>• If parent makes an oral request for IEP team meeting, school district must direct parent to make a written request.</li> </ul>	EC 56043(l) EC 56343.5
Convening an IEP to discuss a lack of progress	No specific number of days listed in statutes	• <i>Recommended:</i> Convene the IEP team within 30 days after determining that the student is demonstrating a lack of anticipated progress.	EC 56343(b)

TRANSITION-AGE STUDENTS (before age 16)			
Obligation	Timeline	Notes or Exceptions	Authority
Creating an individual transition plan (ITP) and holding an IEP to discuss it	Before a student's 16th birthday	• Review the IEP annually and revise as needed.	EC 56043(g-h) EC 56341.5(e) EC 56345(a)(8)
Informing a student of transfer of rights on 18th birthday	Must be in the IEP when a student turns 17	• <i>Recommended:</i> Provide notice again when student approaches 18.	EC 56041.5 EC 56043(g)(3) EC 56345(g)
Providing notice of graduation from high school with diploma	No specific timeline per statute	"Reasonable" prior written notice must be provided.	EC 56500.5

DISCIPLINE-SPECIFIC OBLIGATIONS			
Obligation	Timeline	Notes or Exceptions	Authority
Providing parents with notice of change of placement	The same day the decision is made to change student placement	e.g. For suspension >10 days	34 CFR 300.530(h)
Conducting a manifestation determination review	Within ten school days of when decision is made to remove student from placement		34 CFR 300.530(e)

WHO NEEDS TO ATTEND MY IEP MEETING?	
Meeting Type	Required Team Members
Initial/30-Day IEP	<b>All Students:</b> Parent/Guardian/Ed Rights Holder, Special Educator, Admin/LEA Representative, General Education Teacher(s), School Psychologist, Student (when developmentally appropriate), and any other evaluators <b>If considering OHI eligibility or Nursing Services:</b> School Nurse <b>When applicable:</b> Agency representatives from RCEB, CCS, JJC, DOR
Annual IEP	<b>All Students:</b> Parent, Special Educator, Admin/LEA, General Educator(s), Student (when developmentally appropriate) <b>If student qualifies under OHI or has nursing services:</b> School Nurse <b>When applicable:</b> Agency representatives from RCEB, CCS, JJC, DOR
Manifestation Determination	<b>All Students:</b> Parent/Guardian/Ed Rights Holder, Special Educator, Admin/LEA Representative, General Education Teacher(s), School Psychologist, Student (when developmentally appropriate)
Other Considerations and Participants	Invite your PS for IEPs involving potential change of placement, contention or complex needs. Alert PS immediately if parent invites counsel or advocate.