

SPECIAL EDUCATION TIMELINES “CHEAT SHEET”

As you review this list, be mindful of the various uses of the term “day.” “Business day” means Monday through Friday, except for federal and state holidays (unless holidays are specifically included in the designation of business days). “School days” are any days, including a partial day, during the regular school year that students are in attendance at school for instructional purposes.

Required Act	Statute/Regulation	Timeframe for Completion
REFERRALS/ELIGIBILITY/INDEPENDENT EDUCATIONAL EVALUATIONS (IEE)		
• Responding to a referral for a case study evaluation	23 IAC §226.110(c)(3)	14 <i>school</i> days
• Time for conducting domain meeting	23 IAC §226.110(c)(3)	Within the same 14 <i>school</i> days
• Send notice of proposed case study and consent form	23 IAC §226.110(c)(3)	Within the same 14 <i>school</i> days
• Written explanation of decision not to evaluate	23 IAC §226.110(c)(3)	Within the same 14 <i>school</i> days
• Completion of case study and eligibility determination	23 IAC §226.110(d)	No later than 60 <i>school</i> days from date of written consent (if fewer than 60 school days remain in the school year, than prior to the first day of next school year)
• Written notice of eligibility determination	23 IAC §226.110(f)	At the conclusion of the meeting
• Completion of IEP	23 IAC §226.110(j)	Within 30 <i>calendar</i> days after determination of eligibility
• Notice to develop new IEP for transfer student	23 IAC §226.50(a)(1)(B)	Within 10 <i>calendar</i> days of enrollment
• Initiate meeting for transfer student w/o records	23 IAC §226.50(a)(2)(C)	10 <i>calendar</i> days after time records should have been received
• Notice (from parent) of unilateral placement seeking public funding	34 CFR §300.148(d)(1)	At most recent IEP meeting or 10 <i>business</i> days prior to removal
• Objecting to written request for IEE from parent	105 ILCS 5/14-8.02(b)	Within 5 <i>calendar</i> days of receipt
• Send notice of meeting to consider results of IEE	23 IAC §226.180(d)	Within 10 <i>calendar</i> days of receipt
• Completion of the IEE	105 ILCS 5/14-8.02(b)	Within 30 <i>calendar</i> days of parent written request

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Required Act	Statute/Regulation	Timeframe for Completion
IEP RELATED MATTERS		
• Responding to parent request for IEP meeting	23 IAC §226.220(b)	Within 10 <i>calendar</i> days (yes or no)
• Implementation of services in IEP	23 IAC §226.220(a)	10 <i>school</i> days after notice
• Notice to parent of IEP meeting	23 IAC §226.530	10 <i>calendar</i> days prior to meeting
• Notice of any proposed action(s)/determinations	23 IAC §226.520	10 <i>calendar</i> days
• Putting parent’s oral revocation of consent to writing	23 IAC §226.540(a)	Within 5 <i>calendar</i> days
• Provision of IEP or IFSP for eligible student	23 IAC §226.260	By child’s 3 rd birthday (if birthday occurs over summer, IEP team determines when)
• Cessation of special education and related services	23 IAC §226.50(c)(1)	Through day before 22 nd birthday
• Notice of transfer of rights from parent to student	23 IAC §226.690 105 ILCS 5/14-6.1(b)	One year prior to 18 th birthday
DISCIPLINE/DUE PROCESS		
• Hold IEP meeting to conduct MDR	34 CFR §300.530(e)	Within 10 <i>school</i> days of decision to change placement due to misconduct
• Place student in IAES for certain acts of misconduct	34 CFR §300.530(g)	45 <i>school</i> days
• Timeframe for parent/guardian to file for due process and invoke “stay put” following mediation	105 ILCS 5/14-8.02a(j)	10 <i>calendar</i> days after date of mediation
• Submit due process hearing request to ISBE	23 IAC §226.615	Within 5 <i>calendar</i> days of receipt
• Request a substitution of hearing officer	23 IAC §226.635	Within 5 <i>calendar</i> days of appointment
• Submit response to hearing request	34 CFR §300.508(e)	Within 10 <i>calendar</i> days of <u>hearing request</u>
• Object to sufficiency of hearing request	34 CFR §300.508(d)(1)	Within 15 <i>calendar</i> days of <u>hearing request</u>
• Convene a Resolution Session (neither side waives)	34 CFR §300.510(a)(1)	Within 15 <i>calendar</i> days of <u>hearing request</u>
STUDENT RECORDS		
• Forward records of transfer student	105 ILCS 10/8.1(b)	Within 10 <i>calendar</i> days of requesting
• Respond to records request from parent/representative	105 ILCS 10/5(c)	Within 10 <i>business</i> days of request (ability to request 5 <i>business</i> day extension)

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