



Evaluation and IEP Timelines

- The school district receives a written referral from the parent or others for an evaluation.
- Within **30 calendar days** the district will gather information and decide if the student should be evaluated for special education and related services. If the district feels an evaluation is warranted they will provide the parent with a “Notice of Action Proposed~ Intent to Evaluate”. Parents must give their written consent in order for the evaluation process to proceed. If the district does not feel that there is enough information to support the request for evaluation they will provide the parent a “Notice of Action Refused”.

MO Standards & Indicators Manual 200.10

- When a parent is issued a Notice of Action Proposed~ Intent to Evaluate a meeting is held to determine all areas of concern that need to be evaluated. Typically it is at this meeting that parents give their informed written consent to evaluate their child. Once written consent is obtained from the parent, the district has **60 calendar days** (§300.301) to evaluate the child and hold a meeting with the parent to discuss the outcome of the evaluations and determine whether or not the child qualifies for special education and related services. This timeline does not apply if the parent of the child repeatedly fails or refuses to produce the child for evaluation or the child enrolls in a school of another public agency after the timeline has begun and prior to a determination by the child's previous public agency as to whether the child is a child with a disability or there is just cause (school breaks for summer or holidays, student illness, etc.) documented in the student's record (MO State Plan, Part B, Reg. III). Once the district holds the meeting to discuss the outcome of the evaluations the district has **15-20 calendar days** (S&I Manual 200.200a) to give the parent a written copy of the report.

IDEA §300.306

- If the team determines that the child qualifies for special education and related services the district has **30 calendar days** (§300.323(c)) to convene an IEP meeting* and develop an Individual Education Plan (IEP) or make updates to the existing IEP. An IEP must be developed before the initiation of services. The IEP is implemented as soon as possible after the IEP meeting. (Typically 1-5 days) (S&I 200.650(a).



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- **Once a year** the IEP team must review the child's IEP to determine whether the annual goals for the child are being achieved and to revise the IEP as appropriate.

IDEA §300.324(b)(i)

- **Once every three years**, if conditions warrant, or if the parent or district requests it, a re-evaluation is conducted.

IDEA

§300.303

* The school district must take steps to ensure that parents are present at each IEP meeting by notifying the parents of the meeting early enough to ensure that they will have an opportunity to attend and by scheduling the meeting at a mutually agreed upon time and place.

IDEA §300.322