

SPECIAL EDUCATION TIMELINE



1. Initial referral

Requests for initial evaluations should be made to the school's Individualized Education Program (IEP) Team if your child is in public school. If your child attends a private school, requests should be made to the Committee on Special Education (CSE) in the district where your child attends school. If your child attends a charter school, evaluation requests should be made to the Charter School CSE.

2. Consent and evaluation

Within 10 school days of the request for referral for an evaluation, the IEP Team/CSE will send you a Consent for Initial Evaluation form. Once you sign and return the consent for evaluation, the evaluation process will begin. Evaluations should be completed within 60 *calendar* days from the date of consent. It can be helpful to get a receipt from your school or CSE with the date they received your consent.

3. Recommendation and placement

An IEP Team from the school or the CSE Office will hold a meeting to determine if your child is eligible for services. You should be informed of the meeting at least 5 days prior.

Everything, including the evaluation, IEP meeting, and offer of special education services (if eligible) should not take more than 60 *school* days from the date of the consent.