

## Critical Special Education Timelines

### RtI Process & Procedure

	Timeline	Source
Tier II Progress Monitoring	Bi-Weekly	ISBE RtI FAQ March 2010
Tier III Progress Monitoring	Weekly	ISBE RtI FAQ March 2010

### Home & Hospital Instruction

Event/Activity	Timeline	Source
Initiate Homebound Instruction	Within 5 School Days of Receipt of Physician's Statement	105 ILCS 5/14-13.01

### Evaluations & Re-Evaluations

Event/Activity	Timeline	Source
Respond to Request for Evaluation	Within 14 School Days of Receipt of Request for Evaluation	23 ILAC 226.110
Complete Domain Grid (If Agreeing to Conduct Evaluation)	Within 14 School Days of Receipt of Request for Evaluation	23 ILAC 226.110
Complete Evaluation & Convene IEP Meeting to Determine Eligibility	Within 60 School Days of Receipt of Parent Consent	23 ILAC 226.110; 34 CFR 300.301(c)
Complete Evaluation & Convene IEP Meeting to Determine Eligibility if Consent Obtained with Less Than 60 School Days Left in School Year	Before the First Day of Student Attendance of Next School Year	105 ILCS 5/14-8.02
Provide Written Notice to Parent of Decision Re: Eligibility	Within 10 School Days of Date of IEP Meeting	23 ILAC 226.110
Provide Parents with Copy of Eligibility Conference Summary Report	Immediately After IEP Meeting	23 ILAC 226.110
Provide Notice of IEP Meeting to Consider PRIVATE Evaluation	Within 10 Calendar Days After Parent Requests a Meeting to Consider Results	23 ILAC 226.180
Conduct Reevaluation	Every 3 Years, but Not More Than 1x Per Year Unless Agreed	34 CFR 300.303

## IEPs

Event/Activity	Timeline	Source
Complete Initial IEP	Within 30 Calendar Days of Initial Determination of Eligibility and No Later than 60 School Days of Receipt of Consent	23 ILAC 226.110
Respond to Parent or Teacher Request for an IEP Meeting	Within 10 Calendar Days from Date of Request	23 ILAC 226.220
Provide Notice of IEP Meeting	Within 10 Calendar Days Prior to Date of IEP Meeting	23 ILAC 226.530
Provide Parents with Copy of IEP	Immediately After IEP Meeting	23 ILAC 226.220
Implement IEP	10 Calendar Days After IEP Meeting	23 ILAC 226.220 & 226.520
Provide Notice of IEP Team Determination	Immediately After IEP Meeting	23 ILAC 226.220
Notice to Parent of IEP Meeting for Student Moving Into District From Another Illinois District if NOT Adopting Former IEP	Within 10 Calendar Days of Student's Enrollment in District	23 ILAC 226.50
Provision of Comparable Services to Student Moving Into District When Copy of IEP Is Provided, but District Does NOT Adopt	Immediately	23 ILAC 226.50
Implement Services Believed to Best Meet Student's Needs for Move In Student Without Verbal or Written Confirmation of Content or Copy of IEP	Immediately	23 ILAC 226.50
Convene IEP Meeting to Develop New IEP if No IEP has Been Received for Move In Student	Within 20 Calendar Days of Enrollment	23 ILAC 226.50; 105 ILCS 2-3.13a

## Independent Evaluations

Event/Activity	Timeline	Source
Provide Information Regarding Where/How to Obtain IEE	Promptly Upon Receipt of Request for IEE	34 CFR 300.502
Deny Request for IEE By Initiating Due Process	Request Due Process Within 5 Calendar Days of Receipt of Request for IEE	105 ILCS 5/14-8.02
Complete IEE	30 Calendar Days from Receipt of Request for IEE	105 ILCS 5/14-8.02
Provide Notice of IEP Meeting to Consider IEE	Within 10 Calendar Days of Receipt of IEE Report	23 ILAC 226.180

## Revocation of Consent

Event /Activity	Timeline	Source
Confirm Revocation to Parent if Consent Revoked Orally	Within 5 Calendar Days of Oral Revocation	23 ILAC 226.540
Provide Written Notice to Parent of Revocation & Impact Upon Services (Prior Written Notice)	Within 10 Calendar Days of Revocation	23 ILAC 226.540
Cease Services	10 Calendar Days After Notice of Revocation & Impact is Provided to Parents	23 ILAC 226.540
Provide Notice To Staff Of Revocation and Cessation of Services	Promptly	23 ILAC 226.540

## Student Records

Event/Activity	Timeline	Source
Request Records From Former School District (If No IEP Is Received)	Within 1 Business Day After Student's Enrollment	23 ILAC 226.50
Respond to Records Request from Parent (To Parent or Authorized Representative)	Within 15 School Days of Receipt of Request	105 ILCS 10/5
Forward Transferring Student's Records to New School District	Within 10 Calendar Days of Receipt of Notice of Transfer	105 ILCS 5/2-3.13a

## Special Education Student Discipline

Event/Activity	Timeline	Source
Provide Notice of Suspension for 10 Calendar Days or Less	Promptly Upon Imposition of Discipline	105 ILCS 5/10-22.6
Convene IEP Meeting to Hold MDR & Develop/Revise FBA/BIP if Student is Suspended More Than 10 School Days in 1 Year	Within 10 School Days of the Suspension	23 ILAC 226.400; 34 CFR 300.530
Convene IEP Meeting to Hold MDR, Develop/Review FBA/BIP and Determine Placement if Change In Placement is Implemented or Sought	Within 10 School Days of the Decision to Impose a Change in Placement	34 CFR 300.530
Duration of Interim Alternative Educational Placement	45 School Days	34 CFR 300.530

## Due Process

Event/Activity	Timeline	Source
Right to Request a Hearing (Statute of Limitations)	Within 2 Calendar Years of the Date Parents Knew or Should Have Known of the Alleged Deficiency or Denial of FAPE	20 USC 1415(f)(3)(C)
Submit Request for Appointment of Due Process Hearing Officer to ISBE	Within 5 Calendar Days of Receipt of Hearing Request	23 ILAC 226.615
Submit Request for Substitution of Hearing Officer	Within 5 Days of Receipt of Appointment of Hearing Officer	23 ILAC 226.635
Send Response to Due Process Hearing Request	Within 10 Calendar Days of Receipt of Hearing Request	34 CFR 300.508
Send Notice of Insufficiency of Hearing Request	Within 15 Calendar Days of Receipt of Hearing Request	34 CFR 300.508
Convene or Waive Resolution Session or Mediation	Within 15 Calendar Days of Receipt of Hearing Request	34 CFR 300.510
Conduct Resolution and/or Mediation Session Activities	Between 15 and 30 Calendar Days of Receipt of Hearing Request	34 CFR 300.510
Revoke Resolution Session Agreement	Within 3 Business Days of Resolution Session	34 CFR 300.510
Hearing Officer Convenes Prehearing Conference	No later than 14 Calendar Days before the Due Process Hearing	105 ILCS 5/14-8.02a
Disclose All Evaluations to be Submitted At Hearing	5 Business Days Before the Hearing	20 USC 1415(f)(2)
Disclose All Evidence to be Submitted At Hearing	5 Calendar Days Before the Hearing	105 ILCS 5/14-8.02a
Hearing Officer Conducts Hearing	Within 45 Calendar Days of the End of the 30 Calendar Day Resolution Period (75 Calendar Days After Hearing Request is Received)	34 CFR 300.515
Hearing Officer Issues Decision	Within 10 Calendar Days of Conclusion of Hearing	105 ILCS 5/14-8.02a
Request for Clarification of Decision	Within 5 Calendar Days of Receipt of Hearing Officer's Decision	105 ILCS 5/14-8.02a
File Appeal of Hearing Officer's Decision in Court	Within 120 Calendar Days of Date the Hearing Officer's Decision Was Mailed to the Parties	105 ILCS 5/14-8.02a