

IEP TIMELINE

A PROCESS OVERVIEW



REFERRAL

To obtain an IEP, an evaluation must first take place. To request an evaluation to determine eligibility, write a letter to the relevant school district special education coordinator and clearly state that you are making a referral for assessment for special education services.



NOTE
The district should provide an assessment plan within 15 days from the district's receipt of your letter.



MEETING

Within 60 calendar days of receiving written consent to an assessment, the assessment(s) must be completed, and the IEP developed at a meeting. The process might not get completed at the initial IEP meeting. The completed IEP must be implemented "as soon as possible" following the IEP meeting.



REVIEW

An IEP review meeting shall be held within 30 days of receipt of a written request. Both a referral and review can be requested by a parent, advocate, social worker, or other interested party.



NOTE
If a child is already receiving services under an IEP, an IEP review meeting can be requested whenever one is needed.



ANNUAL

An IEP meeting must be held annually at a minimum. There may also be an IEP meeting every time a student receives a new formal assessment.



MYTH

There is a limit on the number of IEP meetings you may request per year.



Schools do not have to provide education records prior to an IEP.



Only the district can invite attendees to an IEP meeting.



The district can have the IEP without the parent if the parent isn't available.



An IEP must be signed at the IEP Meeting.



A school district can delay starting the IEP process if they provide the student with a Study Study Team (SST) or if the student has poor school attendance or juvenile justice involvement.



FACTS

Neither state or federal law restricts the number of IEP meetings that can be requested per year.

In California, law requires that parents be allowed to receive and review copies of all school records within 5 business days from the date a request is made by the parent.

Cal. Ed. Code. §56504

Both the parent and the district have discretion to invite anyone with special expertise or knowledge regarding the student to the IEP meeting. Parents may also request that the IEP be recored with at least 24 hours notice.

Cal. Ed. Code §56341(b)(6)

Before a district can hold a meeting without a parent in attendance, it must provide documented evidence of attempts to schedule the meeting with the parent.

Cal. Ed. Code §56341.5

It is acceptable for a copy of the IEP, in the parent's preferred language, to be taken home and reviewed more closely before signing, or not be signed at all if it is found to be unsatisfactory.

Once the district receives a request for an evaluation to determine eligibility, they must provide an assessment plan within 15 days.

Cal. Ed. Code §56029, 56302.1 & 56302.1