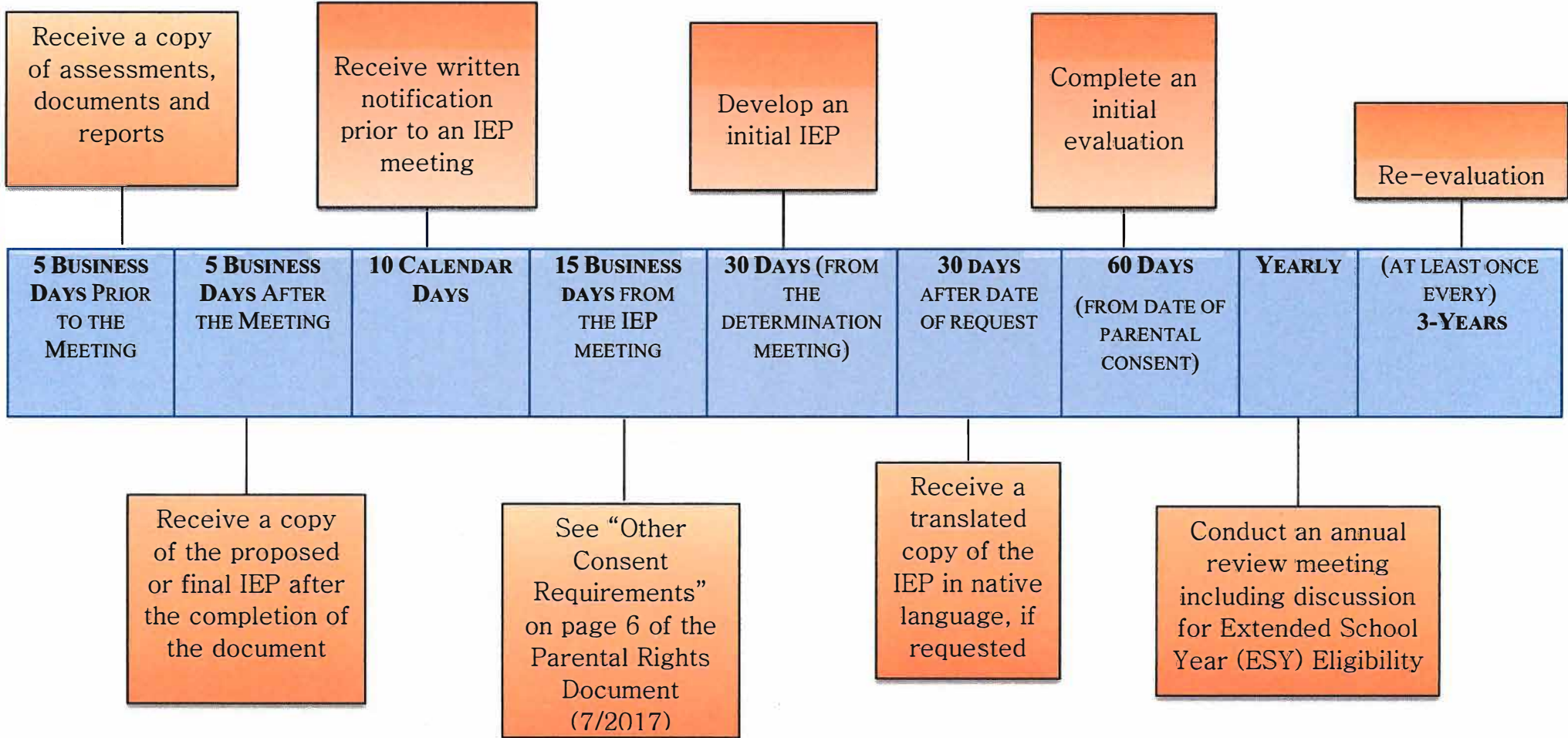
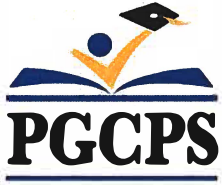


Department of Special Education
 Family Support Center
 1400 Nalley Terrace
 Landover, MD 20783

A Parent's Quick Guide to Special Education Timelines





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PROCESS	TIME ALLOWANCE
Receive a copy of all documents that the IEP team will discuss at the meeting	At least 5 business days prior to the meeting
Receive a copy of the proposed or final IEP after the completion of the document	Within 5 business days after the meeting
Receive written notification of an IEP meeting	At least 10 calendar days prior to the meeting
*Enrolling in an AEP; Alternative Assessments, and Restraints and Seclusion- See "Other Consent Requirements" on page 6 of the Parental Rights Document (7/2017)	15 Business days from the IEP meeting
Receive a copy of the translated IEP document in your native language	Within 30 days of the formal request
The team must develop an IEP	Within 30 days from when the initial eligibility evaluation meeting occurred
The IEP team must complete an initial evaluation	Within 60 days from the date of parental consent
The IEP team must conduct an annual review which includes the discussion and determination for Extended School Year (ESY) eligibility	At least once per year
The team will reevaluate to determine if a the student continues to be a child with a disability	At least once every three years