|  |  |  |  |
| --- | --- | --- | --- |
| Timeline  (Day means a calendar day unless noted differently) | Action | Time Counted From | Exceptions |
| 15 Days | Parent Receives Proposed Assessment Plan from the district | Date of Referral (i.e. the day the school district received it verified by a date stamp from a fax or a receipt) | **Not counting days when school is out of session (i.e. summer\*\*) or when there is a school vacation greater than 5** **schooldays**  **(THIS RULE EFFECTS MOST TIMELINES)**. |
| Early enough to ensure an opportunity to attend | Notification of the IEP meeting | Before IEP meeting |  |
| Reasonable amount of time | Copies of Assessments given to Parents | Before IEP meeting | School districts are required by federal and state law to provide copies of  assessment reports at no cost upon completion of the assessment. |
| 60 days | District completes an evaluation and hold an IEP meeting. | From date of signed assessment plan received by district |  |
| “As soon as possible” (usually seen as 10 business days) | Services in an agreed to IEP begin |  |  |
| 30 Days | Parent Request to hold an IEP meeting |  | If your child is already receiving services, you can request an IEP meeting  whenever you think one is needed in order to review or change the program. |
| At least annually | IEP meeting to review program, whether goals are being achieved and make necessary changes | Date of First IEP team meeting (i.e. when the child entered the system) |  |

\*\* **Assessments starting in summer**: If a child is referred to special education 30 or less days before the end of a school year, the district must hold a meeting to develop an IEP within 30 days after the beginning of the next school year. [Cal. Ed. Code Sec. 56344(a).] This means that the school must present the parent with an assessment plan, obtain the parent’s consent to the testing, do the testing, and hold the IEP meeting within whatever days remain in the previous school year plus 30 days in the new school year.

\*\*\* **Getting Assessments Before the IEP**: You should request in writing that all assessments be sent to you within a reasonable time before the IEP meeting. There are no specific timelines in federal or state law to tell school districts how many days before the IEP meeting they must provide copies of assessments and other educational records to parents.