



# What are the key Special Education timelines I should know?

The Individuals with Disabilities Education Act (IDEA) has specific timelines for many activities in Special Education. These timelines are to make sure that there is no delay in meeting the needs of students. Key timelines to know:

- Your school must respond in writing to your written request for an assessment within **15 calendar days**.
- After you sign a consent to assess your child, your school must complete the assessments and hold an IEP meeting within **60 calendar days**.
- You can request an IEP meeting whenever you have a concern. Your school must hold the meeting within **30 calendar days** of your request.
- Annual IEP meetings must be held **no later than your child's annual review date**. This meeting reviews progress on goals and services. New goals are written and services revised as needed. Your school must make reasonable attempts to find a meeting date that works for you and the school.
- If you make a request in writing to either see or have copies of your child's school records (IEP records/confidential file or cumulative file), your request must be handled within **5 business days**.
- On discipline: When a student has had his or her **10th day** of suspension, a special IEP meeting must be held. This meeting is called a Manifestation Determination meeting. On the **11th day** of suspension, the school must provide instruction. Students can be educated in a setting other than what is in their IEP for up to **45 days** if weapons, drugs, or serious injury were part of what has caused the disciplinary action.

There are also timelines that apply when a parent has filed either a compliance complaint or filed for due process. Refer to our packet *Resolving Disagreements* for more information on these timelines.

**NOTE:** *The above timelines apply during regular school sessions.*



parent network  
+ resource center

800.578.2592 | [www.matrixparents.org](http://www.matrixparents.org)