

Instructions for Completing Due Process Timeline

1. Complete “Last Year’s Date” section of the timeline worksheet.
2. Looking at the Service End Date for the upcoming school year, count back 14 calendar days and document that date as PWN for “Current Timeline”. This will be the date you will need to send/give the Prior Written Notice to families to obtain permission to implement to new annual IEP.
3. From the PWN date under “Current Timeline”, count back 10 school days and that is the date that you need to have the IEP meeting on or before. Fill that date in the column named “IEP Meeting Date Before” under “Current Timeline”. **Please be sure your current date is before last year’s meeting date. IEP meeting dates and service dates must both be in compliance.**
4. Complete your Eval Due Date under “Current Timeline” with the date the evaluation is due based on the 3 year due date or when they are aging out of services.
5. Circle which quarter Progress Reports will be written. If you have an IEP within 3 weeks before or after the quarter ends, the IEP meeting and new annual IEP will serve as a progress report for that quarter. You will need to identify what other three quarters you will write progress reports.
6. Look at your eval dates and work with your school psychologist to see if it is possible to move up evaluations if the IEP is due before the evaluation is due. This may not be possible. School psychologists are shared between districts so they would love to try to make it work, but may not be able to switch that date. If the school psychologist is unable to make it work, the eval will need to be held when it was originally scheduled.
7. Stagger out IEPs and evaluations (work with school psychologists on when they have evaluations scheduled) over the school year. You don’t need to wait until they are due to write an new annual IEP. (Schedule 2 IEPs a month to help manage a caseload of 18)
8. As new students are added to your caseload, complete this process for that student’s paperwork.