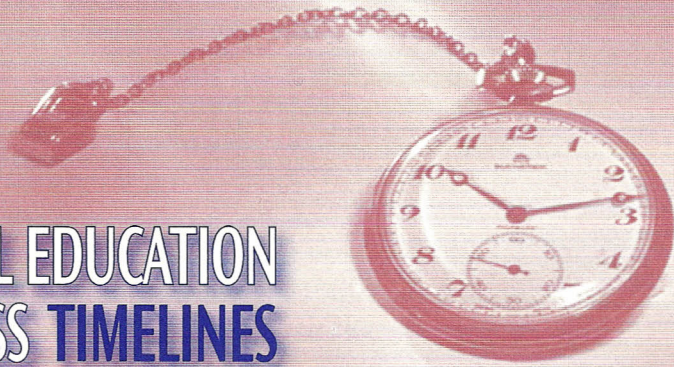


# SPECIAL EDUCATION PROCESS TIMELINES



<b>Child Find</b>	Public notice describing special education programs and how to request evaluation	Annually
<b>Oral Request for Evaluation by Parent</b>	When an oral request is made to any school professional or administrator, the school entity must provide the Permission to Evaluate-Evaluation Request Form to the parents.	Within 10 calendar days
<b>Evaluation</b>	<p>Time to conduct evaluation and complete report after informed consent received from parent</p> <p>Time prior to IEP meeting for evaluation report to be issued</p>	<p>60 calendar days * Exception-summer break</p> <p>At least 10 school days (can be waived if parent agrees)</p>
<b>Individualized Education Program (IEP)</b>	<p>Time following evaluation report to develop IEP</p> <p>Time from development of IEP to implementation</p> <p>Review of IEP</p>	<p>Within 30 calendar days</p> <p>ASAP or within 10 school days</p> <p>At least annually Note: If the LEA knows or should know that a child has an inappropriate IEP then it must be corrected immediately.</p>
<b>Oral Request for Reevaluation by Parent</b>	When an oral request is made to any school professional or administrator, the school entity must provide the Permission to Reevaluate-Reevaluation Request Form to the parents.	Within 10 calendar days
<b>Reevaluation</b>	<p>All students except those with mental retardation (MR)</p> <p>Students with MR</p>	<p>Must be reevaluated at least once every 3 years (can be waived if parent and LEA agree)</p> <p>Must be reevaluated at least once every 2 years (cannot be waived)</p> <p>Note: Summer due dates of a Reevaluation Report are not excused from 2- or 3-year required timeline.</p>



**pennsylvania**  
DEPARTMENT OF EDUCATION

Bureau of Special Education  
Pennsylvania Training and Technical Assistance Network