

TIMELINES

Each case manager is responsible for tracking numerous due dates so the process can begin early enough to be completed prior to due date. Coordinate due dates of ER and IEP if due at different times of the year.

Dates to watch:

Current ER date:	The ER identifying student as having a disability, not an addendum, etc.
Date next ER due:	Start the process for ER at least 60 days before it is due to allow time to complete and have meeting prior to due date. <i>The ER date is the date you met with the team to review results.</i>
Evaluation Timelines:	Enter in calculated 30 school days (45 calendar for B-2) on PWN, not date of ER meeting
Current IEP Planning Mtg Date:	This is the date of the IEP, not the service dates.
Date of next IEP Planning Mtg:	Start the IEP process at least 30 days prior to the due date to allow time to pick a meeting date and get paperwork completed. <i>IEP is due within 1 year of last meeting date.</i>
Secondary Transition Evaluation:	Must be completed prior to the student turning 14 or entering grade 9. It cannot be a standalone ER. See evaluation section for Transition Eval Guidelines.
Transfer of Rights:	Must be discussed and documented at the IEP meeting for students who will turn 17 during the course of the IEP.
Progress Reports Part C	Must be completed by the 6 month mark

Highlights:

Annual IEP: Mtg date to mtg date

ER: once a student qualifies for a MN categorical disability under Part B, the ***process*** is always considered a re-eval. If the team assesses in a new area, initial criteria is used, but process is re-eval.

Plan due dates appropriately.