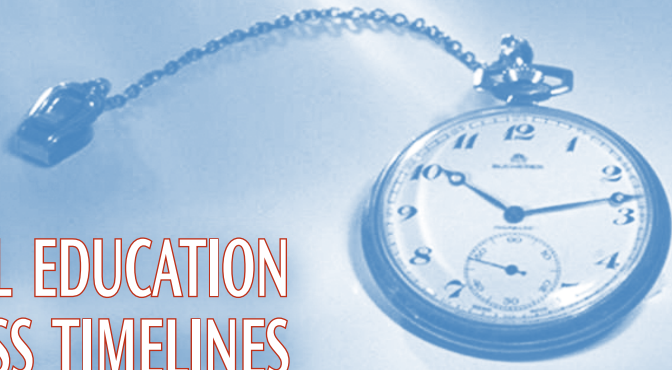


# SPECIAL EDUCATION PROCESS TIMELINES



<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>	Time to conduct evaluation and complete report after informed consent received from parent  Time prior to IEP meeting for evaluation report to be issued	60 calendar days * Exception-summer break  At least 10 school days (can be waived if parent agrees)
<b>Individualized Education Program (IEP)</b>	Time following evaluation report to develop IEP  Time from development of IEP to implementation  Review of IEP	Within 30 calendar days  ASAP or within 10 school days  At least annually Note: If the LEA knows or should know that a child has an inappropriate IEP then it must be corrected immediately.
<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>	All students except those with mental retardation (MR)  Students with MR	Must be reevaluated at least once every 3 years (can be waived if parent and LEA agree)  Must be reevaluated at least once every 2 years (cannot be waived)  Note: Summer due dates of a Reevaluation Report are not excused from 2- or 3-year required timeline.



**pennsylvania**  
DEPARTMENT OF EDUCATION

Bureau of Special Education  
Pennsylvania Training and Technical Assistance Network