

 <p>BENTON STEARNS EDUCATION DISTRICT Educate. Grow. Together.</p>	Planning Begins	Send to Parents	Due Date	Consent to Implement	Additional Information
Initial Evaluation Plan	Upon Receipt of referral At Evaluation Planning Meeting	<u>Eval/Reval Plan Prior Written Notice Form</u> within 5 school days after the Evaluation Planning Meeting		Written consent required for initial evaluation	Date the district receives the parent consent is the date on which the 30 school day count starts (not the date signed)
Re-evaluation Plan	At least 8 weeks before reevaluation is due	<u>Eval/Reval Plan Prior Written Notice Form</u> within 5 school days after the Evaluation Planning Meeting	3 years from the date of the last comprehensive evaluation	Written consent or after 14 calendar day parental response period, whichever is first. (Must document two attempts to obtain consent if defaulting after 14 calendar days).	The date the district received the parent consent or the end of the 14 calendar day parent review is the date on which the 30 school day count starts. If the 3-year reevaluation due date is earlier, than the evaluation team must complete the evaluation by that earlier 3 year due date which could be less than 30 school days.
Evaluation Results Meeting	After district receives parent consent or the end of the 14 calendar day parent review and eval due date has been established		<i>Initial:</i> Must be held on or before 30 school days from district receipt of signed <u>Eval/Reeval Plan Prior Written Notice consent form</u> . <i>Re-eval:</i> Must be held on or before 30 school days from district receipt of signed <u>Eval/Reeval Plan Prior Written Notice consent form</u> OR the 3 year date, whichever comes first on the calendar		
Evaluation Report		<u>Evaluation Report</u> <i>Initial & Re-eval:</i> On or before school day 30 OR the 3 year date, whichever comes first on the calendar	<i>Initial:</i> Evaluation Report is due on or before day 30 <i>Re-Eval:</i> Evaluation Report is due on or before day 30 OR the 3 year date, whichever comes first on the calendar	NA	
	Planning Begins	Send to Parents	Due Date	Consent to Implement	Additional Information

Initial IEP Meeting	Schedule to coincide the same time as Evaluation Results Meeting	Send <i>Notice of Team Meeting</i> to staff and parents 2 weeks before meeting date.	<i>Initial:</i> Must be held on or before 30 school days from district receipt of signed <u>Eval/Reeval Plan Prior Written Notice consent form</u>	NA	
Initial IEP		<i>IEP</i> to parent 10 school days after Initial IEP Meeting	10 school days after initial IEP meeting	Written consent from parent is REQUIRED for initial IEP implementation	Service start date is 14 calendar days from day IEP is sent to the parent Service end date is 364 days from service start date (Ex: Service start date=3/15/18, the service end date=3/14/19. The date on the PWN is March 1st Next annual meeting date is on or before 1 year/365 days from the current intial IEP meeting date
PWN for Initial IEP	Plan proposlas and options before the IEP meeting	<i>Prior Written Notice/Consent</i> to parent 10 school days after Initial IEP Meeting	10 school days after the initial IEP meeting	Written consent from parent is REQUIRED for initial IEP implementation	The Notice date on PWN must allow for 14 calendar day parent review period. If parent sends back granting permission before 14 days, services may start, but there is no need to change the start date in the IEP.
	Planning Begins	Send to Parents	Due Date	Consent to Implement	Additional Information
Annual IEP Meeting	20 school days before annual meeting date is due	Send <i>Notice of Team Meeting</i> to staff and parents 2 weeks before meeting date	1 year/365 days from last initial or annual IEP meeting date If last annual meeting was on 3/2/16-next one is due on 3/2/17	NA	Date of <i>Notice of Team Meeting</i> should be before the meeting
Annual IEP Meeting	20 school days before annual meeting date is due	Send <i>IEP</i> within 10 school days after the annual IEP meeting	10 school days after the annual IEP meeting There cannot be a gap in service. Scheduling your IEP meeting on or before the date of the previous year's meeting will ensure this doesn't occur	Written consent received or after the 14 calendar day parental response period, whichever is first	Service start date is 14 calendar days from day IEP is sent to the parent Service end date is 364 days from service start date (Ex: Service start date=3/15/18, the service end date=3/14/19. The date on the PWN is March 1 Next annual meeting date is on or before 1 year/365 days from the annual IEP meeting date

PWN for Annual IEP	Plan proposals and options before meeting	Send <i>Prior Written Notice/Consent</i> within 10 school days after the annual IEP meeting	10 school days after the annual IEP meeting
Amended IEP/PWN/Agreement to Amend	Plan proposals and options before contacting parent	Send <i>Agreement to Amend, updated IEP, and Prior Written Notice/Consent forms</i> within 2 to 3 school days of contacting parent	Within 2 to 3 school days as the amended IEP cannot be implemented until parent permission is received or the 14 calendar day parent response period expires



<p>The Notice date on PWN must allow for 14 calendar day parent review period. If parent sends back granting permission before 14 days, services may start, but there is no need to change the start date in the IEP.</p>
<p>Service start date is 14 calendar days from day it is sent to parents. Service End date is the end date from the annual IEP that is being amended.</p> <p>Service end date on an IEP from another district is 4/15/17, the service end date on the amended IEP remains the same 4/15/17</p> <p>The date on the PWN is 4/1/17</p> <p>The next annual meeting date is the annual meeting date that was listed on the annual IEP from the other district that is being amended</p>