



**B-11 Timelines Tracking Tool**

**Name of District:** \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Child's last name	Date consent for initial evaluation is received by SAU  * this counts as day 1	Date eligibility meeting must be held  * no later than 45 school days (evaluations sent to parent 3 days prior to meeting)	Date all initial evaluations are <i>received</i> by SAU  * date stamp "received" on cover of each evaluation documented on parent consent	School days from date consent received to eligibility meeting.  * count all student days	Reason evaluation completion exceeded 45 school days  * include all reasons: "acceptable" and "unacceptable"	<b>Upon initial referral</b> , parents were provided Procedural Safeguards, documented on the AWN or WN from <b>referral</b> meeting  (mark <i>yes/no</i> and provide evidence )

Evidence to submit:

- 1) This tracking tool.
- 2) Signed parental consents for each reviewed file.
- 3) Cover of each evaluation identified (i.e., date stamp "received" by SAU, not the date sent to parent).
- 4) WN from eligibility meeting.
- 5) Documentation of the notification of initial referral including procedural safeguards (AWN, WN, enclosure with parental consent)

**Note:** The SAU is expected to maintain supporting documentation of reported data. Verification of data is part of the State's general supervision and monitoring procedures.  
 Contact Person: Colette Sullivan [colette.sullivan@maine.gov](mailto:colette.sullivan@maine.gov)