



B11: Timeline and Tracking Initial Evaluations

Activity	Timeline
<p align="center"><i>Child Find</i></p> <p>SAUs must inform the public about available special education programs and services and how to access those programs and services</p>	Annually; Ongoing
<p align="center"><i>Referral to IEP Team</i></p> <p>When a child is suspected of having a disability, referral is made. Each SAU must have a written policy regarding referral to the IEP team.</p>	Anytime
<p align="center"><i>Parental Consent for Evaluation</i></p> <p>When a referral is received by an SAU and additional evaluations are needed, the SAU must request parental consent to evaluate a child suspected of having a disability.</p>	<p><i>Within 15 school days</i></p> <p>Counted from the date the SAU receives the referral</p>
<p align="center"><i>Evaluation</i></p> <p>Identified evaluator(s) conduct initial evaluation(s), including a classroom observation.</p>	<p><i>Within 45 school days</i></p> <p>Counted from the date the SAU receives the Parental Consent to Evaluate to the date the SAU receives the completed evaluation(s). The day consent is received is day 1. A school day is a day when students attend school or school activities.</p>

Process: Tracking Tool

1. Child identification: MEDMS # or last name
2. Date consent for initial evaluation(s) received by SAU
3. Date eligibility meeting must be held (45 school days)
4. Date all initial evaluations are received by the SAU
 - date stamp and initial the evaluation “received”
5. School days from date consent to evaluate was received by SAU to date eligibility meeting held
 - count all student days only
6. Reason evaluation completion exceeded 45 school days
 - include all reasons: “acceptable” and “unacceptable”
7. Yes/No - AWN or WN from referral meeting documents Procedural Safeguards were given upon initial referral



Acceptable/Unacceptable Reasons for Delay Related to SPP Indicator B-11

IDEA (34 CFR 300.301(d)) and MUSER (Section V.1.A.(b)) define acceptable reasons for delay to the initial evaluation timeline. When situations defined as “acceptable reasons for delay” occur, the initial evaluation timeframe shall not apply. The acceptable reasons are listed here for reference. While unacceptable reasons for delay are not specifically described in IDEA or MUSER, samples of those are also included here for reference.

ACCEPTABLE	UNACCEPTABLE
1) Repeated parent failure or refusal to make the child available for evaluation caused a delay in the completion of the evaluation within the timeline.	1) Lack of personnel resources to schedule and/or complete evaluation caused the delay.
2) The child enrolled in SAU after parental consent was received in another SAU but before evaluation could be completed, and parent and subsequent SAU documented an agreed-upon time when the evaluation would be completed.	2) Parent did not return phone calls.
3) Parent withdrew consent to evaluate.	3) Parent did not have transportation.
4) Excessive child absences from school.	4) External evaluator failed to meet evaluation timelines.
5) Documented inability to make contact with the parent to schedule the evaluation.	5) Child not available due to school activities.
6) Documented parent request for a delay.	6) Child under age of majority refused to participate.