



Rural Champaign County Special Education Cooperative
Special Education Timelines

IEP Meetings				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
226.220(b)	Respond to teacher or parent request to convene IEP meeting		10 days	
226.530	Advance notice to parent scheduling IEP meeting (may be waived by parent in writing)		10 days	
226.110(d)	Convene IEP meeting to determine eligibility after consent for evaluation is obtained	60 days		
226.110(j)	Convene IEP meeting to determine placement after determination of eligibility (must occur within 60-day timeframe)		30 days	
226.220(a)	Notice to parent of district's recommended action	Immediately after IEP mtg		
226.110(f)	Provide copy of IEP summary to parent	Immediately after IEP mtg		
226.220(a) 226.520	Waiting period before implementing IEP (sooner if waived by parent)		No sooner than 10 calendar days, but no later than 10 school days, or the beginning of the following school year if the IEP is developed/ revised with fewer than 10 school days remaining in the school year	

Evaluations				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
226.110(c)	When referral for evaluation is made, make a decision and notify parents	14 days		
226.110(d)	Complete evaluation and convene IEP meeting	60 days. If fewer than 60 school days remain in a school year after the date		

		of parental consent, the eligibility determination shall be made and the IEP meeting shall be completed prior to the first day of the following school year.		
226.110(f); 226.520	Provide written notice to parent concerning a student's eligibility after decision is made		10 days	
105 ILCS 5/14-8.02(b) 300.502	When parent requests IEE, district must agree or file for due process		5 days	
226.180(d)	Send written notice convening IEP meeting to consider parent's IEE (after parents request a meeting to consider the results)		10 days	

Revocation of Consent				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
300.300(b) 300.503(a) 226.520	Provide 'prior written notice' that conforms with 300.503 before ceasing special education and related services		10 days	

Student Records				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
105 ILCS 10/5(c)	Respond to parent/student request to inspect/copy records after receipt of request	15 days		
105 ILCS 10/8.1	Forward a transferring student's records to the receiving district, after notice has been given		10 days	
226.50(a)	Send notice convening IEP meeting if incoming transfer student's old IEP is not adopted		10 days	
226.50(a)	Request transfer student's records from old district (in the even the old IEP is not received)			1 day

Student Discipline				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
300.530(a)	Suspend special education student without need for MDR or provision of services	10 days		
226.400 300.530	Convene MDR, draft or review/revise FBA/BIP after student is suspended over 10 school days	10 days		
300.530(g)	Maximum length of placement in an interim alternative educational setting (per offense)	45 days		
300.530	Convene IEP meeting after making decision to place student in interim alternative setting	As soon as possible		

Due Process				
LAW	ACTION	TIMELINE		
		School	Calendar	Business
226.615	Send letter requesting appointment of hearing officer after receipt of request for due process		5 days	
226.635	Request substitution of hearing officer		5 days	
300.508(e)	Non-requesting party response to due process (prior written notice from district)		10 days	
300.508(d)	Request for dismissal due to lack of sufficiency		15 days	
300.510(a)	Convene resolution session or mediation		15 days	
300.510(e)	Revoke resolution session agreement			3 days
226.670; 105 ILCS 5/14-8.02a(h)	Request clarification of hearing officer's decision		5 days	