

Task	Timeline
Advanced Written Notice	Sent to parents at least 7 days prior to scheduled IEP Meeting (MUSER VI.2.A, pg. 57)
Waiver of 7-day Notice for an IEP Meeting	Must sign here on AWN whenever the IEP meeting is held less than 7 days from when notice was provided (MUSER XIX.2, pg. 214; Procedural Manual pg. 5)
Annual IEP Review	Held within 364 days from the previous year's annual IEP meeting (MUSER IX.3.D(1)(a), pg. 102; Procedural Manual pg. 15)
Date of Reevaluation	3 years from the date of the IEP meeting of initial or previous evaluations were viewed (MUSER V.1.B(2)(b), pg. 44; Procedural Manual pg. 15)
Written Notice	At least 7 days prior to the date upon which the SAU takes any proposed action or refuses to act (34CFR 300.503; MUSER XV, pg. 220; Procedural Manual pg. 88)
Seven Day Waiver	Must be documented in Section 1 of the WN , a parent's decision to waive their right to Written Notice (WN) 7 days prior to any proposed or refused action being taken by the SAU (MUSER XIX.2.D, pg. 215; Procedural Manual pg. 61)

Task

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Evaluations-Copy to Parents

A copy of the evaluation report must be provided to the parent **at least 3 days prior to the IEP Team Meeting** at which the evaluation will be discussed (MUSER VI.2.A, pg. 57)

Evaluations-Completion

Public schools-evaluations must be **completed within 45 school days** of receiving parental consent
CDS-evaluations must be **completed within 60 calendar days** (MUSER V.1.A(3)(a)(i), pg. 40)

IEP-Copy to Parents

A copy of the IEP must be given to the parents **within 21 school days** of the IEP Team Meeting (MUSER VI.2.H(6), pg. 67; Procedural Safeguards pg. 14)

Post-Secondary Transition Plan

When a child is in **9th grade, but no later than when the child is 16**, whichever comes first (MUSER VI.C(3)(b), pg. 63; Procedural Safeguards pg. 38)

Transition from CDS to Public School

CDS will set up joint **IEP Team Meetings in the spring (April 1st-June 15th)** for children entering public school kindergarten in the fall (MUSER VI.C(2)(a), pg. 61-62)

Summary of Performance (SOP)

Must be completed during the **final year of a child's high school education** (34 CFR 300.305(e)(3); MUSER V.3.F(2)(B), pg. 50; Procedural Safeguards pg. 82)

Task

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Procedural Safeguards

Must be given **upon initial referral** for evaluation **and one time per school year** (34 CFR 300.504; MUSER XV, pg. 219)

Consent to Evaluate-Initial Evaluations

The IEP Team will review data, with or without a meeting, and determine the need for additional evaluations. A consent to evaluate form must be **sent within 15 school days**, of the receipt of referral (MUSER IV.2.E, pg. 23)