B-11 Timelines Tracking Tool

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Child's last name	Date consent for initial evaluation is received by SAU *this counts as day 1	Date all initial evaluations are *due to SAU* *this is the last day of the timeline- **45 school days**	Date all initial evaluations are *received by SAU* *date stamp "received" on cover of evaluation*	School days from date consent to evaluate was received by SAU to date all initial evaluations are received by SAU *count all student days	# of school days beyond 45 school day timeline all evaluations on the consent were received by SAU	Reason evaluation completion exceeded 45 school days *include all reasons: "acceptable" and "unacceptable"	**Upon initial referral,** parents were provided Procedural Safeguards, documented on the WN (mark *yes/no* and provide evidence via written notice)

Evidence to submit:

1) This tracking tool.
2) Signed parental consents for each reviewed file.
3) Cover of each evaluation on each consent identified as complete.
4) WN for initial referral documenting procedural safeguards were provided to parents.

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.

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