



**HELP!!!**

**These timelines are so  
confusing!**

**How do I keep track of them?**

Some parents find it helpful to print out a calendar to keep track of these dates. Here are the dates to enter:

### Assessment Dates



Record the date you gave your written request for an assessment to the school principal. Now count out 15 days. The 15th day is the date by which a district must respond to your request.



Record the date your signed Assessment Plan was received by the district. Now count out 60 days. The 60<sup>th</sup> day is the date by which all testing must be completed, all reports written, and the IEP Team meets with you to discuss whether your child was found to be eligible for special education services.

### IEP Meeting Dates



Record the dates that are at the top of your IEP document. You should see the date of the IEP meeting listed as the last meeting, (see  below), and the date of your next meeting as well, which should be 364 days later(  ).

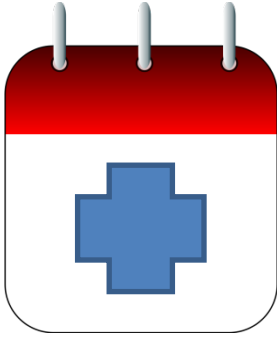


Record the date of your child's last evaluation. Your child's eligibility will be re-examined every three years. The date of the last and next evaluation (Triennial assessment) are also located at the top of your child's IEP(  ).

## SAN MATEO COUNTY TRAINING SELPA INDIVIDUALIZED EDUCATION PROGRAM (IEP)

### INFORMATION / ELIGIBILITY

<b>Student Name</b> Student, SampleNPS/A	<b>Date of Birth</b> 10/9/2000	<b>IEP Date</b> 3/12/2015	
<b>Last Annual</b> 3/12/2015	<b>Next Annual IEP</b> 3/11/2016	<b>Last Eval</b> 3/12/2015	<b>Next Eval</b> 3/11/2018



## Additional Dates

You may request an IEP meeting at any time that you have questions or concerns about your child's IEP. Once they receive your written request, the school must hold an IEP meeting within **30 calendar days**.

You may make a written request to either see or have copies of your child's school records (IEP records/confidential file, or cumulative file). Once they receive your written request, the school must process your request within **5 business days**.

If your child has had or is approaching their **10<sup>th</sup> day of suspension**, a special IEP meeting must be held (see Chapter XX; Discipline). This meeting is called a Manifestation Determination meeting. On the **11<sup>th</sup> day of suspension**, the school must provide your child with instruction. Students can be educated in a setting other than what is in their IEP for up to **45 days**, if weapons, drugs, or serious injury were part of what has caused the disciplinary action.