



What the Law Says:

Before submitting a referral to a local educational agency..., a person required to make a referral... shall inform the child's parent that he or she is going to submit the referral. 115.777(2)(b)

What You Must Do:

Before teachers or other professionals make a referral, they must let the child's parents know that they are going to make the referral.

h	
Date Parent was Informed of Referral _____	
Date Referral was Received _____	The date on which the LEA special education coordinator receives the referral begins a 15-business day timeline in which the LEA must determine that either further assessments are needed, and send to the parents the Notice and Consent to Conduct Additional Assessments (IE-3), or that no further assessments are needed, and send to the parents the Notice that No Additional Assessments are needed (IE-2).
Send Before _____ (15 business days)	
IE-3 Sent _____	OR
IE-2 Sent _____	Within 60 calendar days a decision about if the child is eligible for special education must be done.
IEP must be held by _____ (60 Calendar Days)	
Date IE-3/IE-2 Returned _____	The school has 60 calendar days after getting the parent's consent to do an evaluation and decide if the child is eligible for special education.
Date IEP Must be Held by _____ (60 Calendar Days)	
Date of IEP Meeting to Determine Placement _____	If a child is eligible for special education an IEP must be written within 30 calendar days of deciding the child is eligible. A placement to provide the services in the IEP must be done in the same 30 days.