

Guidance for Timeline for Initial Evaluations

Initial evaluations and initial individualized education programs (commonly referred to as “initials”) are activities undertaken for a student who is not currently receiving special education services.

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Last updated: 4/27/17

Child Find

Districts must have in effect policies and procedures to ensure that all children with disabilities are identified, located, and evaluated.

Timeline: Ongoing

Child find is an ongoing activity.

Rules/Regulations

- 34 CFR § 300.111

Request for Initial Evaluation

When a student is suspected of having a disability, a written request for an initial evaluation is submitted to district personnel. A request for an initial evaluation may be made by the parent or a public agency.

Timeline: Anytime

A request can happen at any time.

Rules/Regulations

- R 340.1721
- R 340.1721b(1)
- 34 CFR § 300.301

Notice and Request for Consent

When a request for an initial evaluation is received, the district must provide notice in accordance with 34 CFR § 300.503. If the district plans to conduct an evaluation, the district must request parental consent to evaluate the student.

Timeline: Within 10 school days

Counted from the date the district receives the request.

Rules/Regulations

- R 340.1721
- R 340.1721b(1)
- 34 CFR § 300.300
- 34 CFR § 300.503

Evaluation and Individualized Education Program (IEP)

Evaluation

A Multidisciplinary Evaluation Team (MET) conducts the initial evaluation and makes a recommendation to the IEP team regarding eligibility.

Individualized Education Program

The IEP team is convened to determine eligibility or ineligibility. If eligible, the IEP team develops the student's IEP. The IEP is completed when the district provides notice of an offer of a free appropriate public education (FAPE) to the student's parent or provides notice of ineligibility.

Timeline: Within 30 school days*

Counted from the date the district receives the parental consent to evaluate to the offer of a FAPE (the time to complete the evaluation is included in the 30 school days).

*If the parent and the district agree, the timeline for the initial evaluation and IEP may be extended beyond 30 school days. The extension must be agreed to in writing and measured in school days.

Evaluation Rules/Regulations

- R 340.1702
- R 340.1705-1717
- R 340.1721a
- R 340.1721b(1)

- 34 CFR § 300.301
- 34 CFR § 300.304
- 34 CFR § 300.305

IEP Rules/Regulations

- R 340.1721b(1)
- R 340.1721e
- 34 CFR § 300.17
- 34 CFR § 300.22
- 34 CFR § 300.23
- 34 CFR § 300.101
- 34 CFR § 300.306
- 34 CFR §§ 300.320-324

Parental Consent for Provision of Programs and Services

Parental consent is required before special education programs and services are provided to a student for the first time.

Timeline: Within 10 school days

Counted from the date the district provides the notice of an initial offer of a FAPE.

Rules/Regulations

- R 340.1721b(2)
- 34 CFR § 300.300(b)

IEP Implementation

The district implements the student's IEP.

Timeline: Within 15 school days*

Counted from the date of the district's notice of an offer of a FAPE.

*If the parent and district agree, the timeline for implementing the IEP can be extended. This date must be clearly identified in the IEP.

- R 340.1721b(4)
- R 340.1722(3)