

Michigan Special Education One Pager: Timeline for Initials

Activity	Timeline
<p>Public Awareness School districts must inform the public about available special education programs and services and how to access those programs and services. This is part of the district's Child Find responsibility.</p>	<p>Annually; Ongoing</p>
<p>Referral A child suspected of having a disability is referred for special education programs and services by contacting school district personnel.</p>	<p>Anytime</p>
<p>Parental Consent to Evaluate A district must contact parents when a referral is received and request parental consent to evaluate a child suspected of having a disability.</p>	<p>Within 10 calendar days Counted from the date the district receives the referral.</p>
<p>Evaluation A Multidisciplinary Evaluation Team (MET) conducts the initial evaluation.</p>	<p>Within 30 school days* Counted from the date the district receives the Parental Consent to Evaluate to completion of the IEP (the time to complete the Evaluation is included in the 30 school days). *If the parent and the district agree, the timeline for initial activities may be extended beyond 30 school days.</p>
<p>Individualized Education Program (IEP) The IEP Team is convened to determine eligibility and develop the child's IEP. The IEP is completed when the district makes its offer of a Free Appropriate Public Education (FAPE) to the child's parent.</p>	
<p>Notice to Parent of Intent to Implement The completed IEP is given to the district superintendent/designee. The superintendent provides written notice to the parent about where and when the district intends to implement the IEP.</p>	<p>Within 7 calendar days Counted from the date the superintendent/designee receives the IEP.</p>
<p>Parental Consent for Provision of Programs and Services Parent consent is required before the district is allowed to provide special education programs and services that are in the IEP.</p>	<p>Within 10 calendar days Counted from the date the parent receives the Notice to Parent of Intent to Implement.</p>
<p>Implementation The district implements the child's IEP.</p>	<p>Within 15 school days Counted from the date of the Notice to Parent of Intent to Implement.</p>

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

These special education policies are required under the *Individuals with Disabilities Education Act (IDEA)* and the *Michigan Administrative Rules for Special Education (MARSE)*.

This document is produced by the Michigan Department of Education, Office of Special Education and Early Intervention Services. To learn more, visit www.michigan.gov/ose-eis and select Annual Performance Report/ State Performance Plan under the Special Education & Early Intervention Services tab. For an overview of the State Performance Plan Child Find Indicator 11, visit www.cenmi.org and select Special Education Facts under the Documents tab.



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