

Guidance and Procedure Document

Special Education Extension of Evaluation Timeline

This document includes:

- *The legal requirements around extending a special education evaluation timeline*
- *A procedure to ensure extensions are obtained and documented when needed*
- *Links to additional resources*

Legal Requirements (Rule 340.1721b (1) from the [MARSE Rules](#), p. 62): The time from receipt of parental consent for an evaluation to the notice of an offer of a free appropriate public education or the determination of ineligibility shall not be more than 30 school days. This timeline begins upon receipt of the signed parental consent by the public agency requesting the consent. This timeline may be extended if agreed to by the parent and public agency. Any extension to this timeline shall be both of the following:

- (a) In writing.
- (b) Measured in school days.

Note: The above rule is relevant for both initial and re-evaluations. A re-evaluation extension cannot go beyond the three-year due date for a re-evaluation.

Procedure:

- Determine the need for an extension before the due date.
- Obtain supervisor approval.
- Ask parent if they are in agreement for the extension.
 - If parent is not in agreement, you must complete the evaluation in the 30-day timeframe.
- If parent is in agreement, complete the Timeline Extension Form in EdPlan (instructions are linked below) prior to the original due date.
- If you are unable to complete the Mutual Extension Form in EdPlan, you may use the Form on the North Ed webpage (linked below) with supervisor approval.
- Email the completed form to EasyIEP@NorthwestEd.org for processing.
- When holding the Initial IEP, if there is a Mutual Agreement to extend, then the IEP is on time. There are relevant fields in EdPlan that need to be completed when finalizing an Initial IEP. Instructions are linked below.

Additional Resources:

	Document Link	Description/Use
1	Timeline Extension How To in EdPlan	Step-by-step instructions for completing the Timeline Extension in EdPlan
2	How to complete Extension questions in EdPlan when finalizing the Initial IEP.	Step-by-step instructions for recording the timeline extension in EdPlan
3	Mutual Extension of Evaluation Timelines Form Mutual Extension of Evaluation Timelines Form Guidance	If you are unable to use the form in EdPlan, with supervisor approval you may use this form. This is found on the North Ed webpage. The second document walks through how to complete the form.