Timeline for Initial Evaluations

Building Designee completes the Referral Form (R-1) (Start of the Initial Evaluation)

These forms are sent to the Diagnostic Team at KEC

Building Designee completes the Notice of Receipt of Referral (IE-1)

Building Designee completes the Consideration of existing Data to Determine if Additional Assessments or Evaluation Materials are Needed (EW-1)

15 Business Day timeline starts to present parent with IE-2 or IE-3

Notice and Consent Regarding Need to Conduct Additional Assessments (IE-3)

Notice that NO Additional Assessments Needed (IE-2)

60 Calendar Day timeline starts when District receives signed consent form

IEP Evaluation Meeting to Determine Eligibility is held

Within 30 Calendar days an IEP Meeting is held to develop IEP (if separate one is needed)

Notice of Placement (P-1)