

# Michigan Special Education One Pager: Timeline for Initials

Activity	Timeline
<p><b>Public Awareness</b> 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><b>Annually; Ongoing</b></p>
<p><b>Referral</b> A child suspected of having a disability is referred for special education programs and services by contacting school district personnel.</p>	<p><b>Anytime</b></p>
<p><b>Parental Consent to Evaluate</b> 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><b>Within 10 calendar days</b> Counted from the date the district receives the referral.</p>
<p><b>Evaluation</b> A Multidisciplinary Evaluation Team (MET) conducts the initial evaluation.</p>	<p><b>Within 30 school days*</b> 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).</p>
<p><b>Individualized Education Program (IEP)</b> 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>*If the parent and the district agree, the timeline for initial activities may be extended beyond 30 school days.</p>
<p><b>Notice to Parent of Intent to Implement</b> 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><b>Within 7 calendar days</b> Counted from the date the superintendent/designee receives the IEP.</p>
<p><b>Parental Consent for Provision of Programs and Services</b> Parent consent is required before the district is allowed to provide special education programs and services that are in the IEP.</p>	<p><b>Within 10 calendar days</b> Counted from the date the parent receives the Notice to Parent of Intent to Implement.</p>
<p><b>Implementation</b> The district implements the child's IEP.</p>	<p><b>Within 15 school days</b> 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](http://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](http://www.cenmi.org) and select Special Education Facts under the Documents tab.



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