

The timelines below are provided as guidance to the CSC regarding maximum amount of time for each process. If these guidelines are exceeded, the reason for the delay must be documented in the student's file.

PROCESSING THE REFERRAL TIMELINE

From		To	Timeline
Acceptance of referral	➔	Assessment planning meeting	10 school days or less
Signed parent permission	➔	Completion of assessment	45 school days or less
Completion of assessment	➔	Eligibility meeting	10 school days or less
Eligibility meeting	➔	IEP meeting	10 school days or less



NOTE: When any of the above activities occur at the end of the school year, the CSC may decide either to complete the activity at the end of the school year or to complete it at the beginning of the following school year. This decision should be based upon the individual needs of the student and should be documented in the student's special education file.