

Required IDEA Timelines (as of April 2018)

Action	Timeline
Referral for initial evaluation/parental consent received	Evaluation must be conducted within 60 calendar days 34 C.F.R. § 300.301 (c) (1) (i)
Initial placement for special education services	Within 30 calendar days from eligibility determination 34 C.F.R. § 300.323 (c) (1)
Individualized education program (IEP) team meeting	At least annually 34 C.F.R. § 300.324 (b) (i)
Written request for an IEP team meeting from parent	IEP team must convene within 10 school days Tennessee State Board of Education Rule 0520-01-09-.14
School district calls an IEP team meeting	Parents must receive written invitation at least 10 calendar days before the IEP team meeting Tennessee State Board of Education Rule 0520-01-09-.15
Request to inspect and review records	Parent must be granted access to educational records without unnecessary delay and before any meeting regarding an IEP and in no case more than 45 calendar days after the request 34 C.F.R. §300.613 (a)
Request to amend records	Request must be considered within a reasonable period 34 C.F.R. § 300.618 (b) This is defined as within 10 calendar days of receipt of the request Tennessee State Board of Education Rule 0520-01-09-.22
Re-evaluation	Must occur at least once every three years 34 C.F.R. § 300.303 (b) (2)
No agreement on IEP team decision to change program	No program change for 14 calendar days to afford parent opportunity to request a hearing Tennessee State Board of Education Rule 0520-01-09-.13
Manifestation determination review meeting	Parent must receive at least 24-hour notice

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	Tennessee State Board of Education Rule 0520-01-09-.15
Disciplinary removal from educational placement	10 school days per year 34 C.F.R. § 300.530 (b)
Prior written notice	Parents must receive written notice at least 10 school days prior to implementation of action Tennessee State Board of Education Rule 0520-01-09-.16
Appointment of surrogate parent	Allow 30 calendar days for a response from parent before appointment Tennessee State Board of Education Rule 0520-01-09-.20
Homebound placement for discipline reasons	Not to exceed 30 school days for emergency situations only Tennessee State Board of Education Rule 0520-01-09-.07
Homebound placement for medical necessity	Reviewed at intervals of 30 school days Tennessee State Board of Education Rule 0520-01-09-.07
Use of isolation/restraint not documented in IEP	Meeting must be convened within 10 calendar days following incident T.C.A. § 49-10-1304 (d) (2) Provide at least 24-hour notice of meeting Tennessee State Board of Education Rule 0520-01-09-.23
Administrative complaint	Investigated and resolved by TDOE within 60 calendar days 34 C.F.R. § 300.152 (a)
Mediation	In a timely manner 34 C.F.R. § 300.506 (b) (5)
Due process hearing sufficiency determination	Determined within 5 calendar days of receiving the request by assigned administrative law judge 34 C.F.R. § 300.508 (d) (2)
Resolution session	Meeting must be scheduled by district within 15 calendar days of receiving request 34 C.F.R. § 300.510 (a)
Due process hearing decision	Decision rendered by administrative law judge no later than 45 calendar days after the resolution process 34 C.F.R. § 300.515 (a)