Northwest Education Services

Traverse City, Michigan
NorthwestEd.org

Fill in contract date regarding need for extension

Mutual Extension of Evaluation Timelines

Contact date with Director: _____/_____/_____

Student Information

UIC Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ **Date:** _____

Student Name: _____ _____ _____
Last First Middle

Birth Date: _____/_____/_____ **Grade:** _____

Attending District: _____ **Attending School:** _____

Rule 340.1721b (1) of the Michigan Revised Administrative Rules for Special Education states:
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 time line begins upon receipt of the signed parental consent by the public agency requesting the consent. This time line may be extended if agreed to by the parent and public agency. Any extension to this time line shall be both of the following:

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

Request for Extension

In accordance with Rule 340.1721b (1) of the Michigan Administrative Rules for Special Education, we request your written agreement to extend the 30 school day time line for completing your child's evaluation.

Reason for Extension

Insert reason for extension need (e.g., if the student has been unavailable for testing; if there are issues with needing more data; if the team is seeking information from outside sources; if parents have not been able to meet with staff; if the parents are unavailable, etc. If a student has moved from another district with an initial evaluation started, this can also be a reason to extend the timeline.

Proposed Extended Time Line

Current Evaluation Due Date	Number of School Days Extending Evaluation	Proposed Extended Due Date
Date of initial due date or 30 days from receipt of consent on REED document for 3 year reevaluation	Use school days, not calendar days	IEP must be held on or before this date or it will be out of compliance

☐ **I agree** to this extension of the 30 school day time line, as indicated above, for completion of my child's **initial eligibility and IEP Team meeting**. The initial IEP Team meeting will be held on or before the proposed extended due date as identified above.

☐ **I agree** to this extension of the 30 school day time line, as indicated above, for completion of my child's **reevaluation**. The IEP Team meeting will be held no later than three years from this child's previous initial or reevaluation IEP date. The extension from the 30 day time line is only for the due date from the receipt of consent on the REED. A three-year reevaluation IEP must always be held within the 36 month timeframe.

☐ **I agree** to this extension of the 30 school day time line, as indicated on my child's **R**eview of **E**xisting **E**valuation **D**ata (REED), for additional data collection. This extension can only be used if the IEP Team meeting will be within annual or reevaluation timelines.

☐ **I do not agree** to extend the 30 school day time line for my child's evaluation.

Signatures and dates must be obtained prior to due date

_____ _____
Signature of Parent/Guardian Date

_____ _____
Signature of District Representative Date

Jk/kw 3-18-14