Child Find Clarification Related to Calculating 60 Days

Per federal regulations and Operating Standards for Ohio Educational Agencies serving Children with Disabilities

300.301 Initial Evaluations (c)(1)(i) –Must be conducted within sixty days of **receiving parental consent** for the evaluation;

3301-51-06 Evaluations (B)(4)(a) – Must be conducted within sixty days of **receiving parental consent** for the evaluation;

Receipt Date Beginning of Timeline:

The parental consent form does not have a blank to fill in for district receipt of the form. The assumed receipt date will be the signature of the parent. However, if the district can provide documentation that the form was received by the district at a later date this shall be considered the initial date for beginning the 60 day timeline to conduct the evaluation.

Example that is compliant:
There was a parent conference and the parent took the form home to discuss with a spouse. The form was signed the next day but returned by the parent three weeks later by mail. The district needs to document at the time of the incident that it received the form late (how and when). It would be helpful to use a date stamp on the permission form, documentation in the student's file and notification to the parent that the form was received late. (There needs to be some type of documentation on file to verify the receipt at the time it was received late.)

Example that is not compliant:
There was a parent conference and the parent took the form home to discuss with a spouse. The form was signed the next day and returned to the principal several days later. The principal left the form on his desk for three weeks and then sent it on to the district office. Though the district can document the several days it took the parent to return the form, they cannot use the three weeks the form sat on the principal's desk; the principal was negligent in providing the form to the appropriate personnel. (Receipt is when the school or district personnel receive the form, not necessarily when the school psychologist receives the form.)

Calculation of 60 Days for Compliance and EMIS:

The date the permission form was received by the district becomes the initial date that is entered in the special event record. Using a calendar, the district needs to count the **first day after** the receipt date of the permission and count out 60 days. The date this falls on becomes the last date the evaluation team report (ETR) meeting can be conducted to stay within compliance. This is consistent with the calculation used in EMIS. **To assist districts a table/calendar (Attachment 1) was developed that calculates the receipt date of the consent form (usually the signature date) and determines the last date that the ETR meeting can occur.

Additional Cautions Related to the 60 Day Compliance Timeline:

- When the 60 days falls on a weekend or holiday, the district must have the ETR meeting prior to the 60 days since the next school day would be beyond the 60 days.

- Avoid scheduling the ETR meeting near the end of the 60 days. The district may close due to inclement weather, power, water, heat and/or absence of key staff. The parent may also not be able to attend on short notice and may need a week or two to fit a meeting into their schedule. Scheduling the meeting with additional days to spare allows district flexibility if the ETR meeting needs to be rescheduled.
- Provide the parents sufficient notice of the date and time of the evaluation team meeting. A few days notice is not sufficient. Some districts schedule the ETR meeting in advance when the district obtains informed consent from the parent. This puts the district on a schedule to complete the ETR and a meeting date has been established for the ETR within the timelines that all parties have agreed upon.
- The assumed receipt date will be the signature of the parent. However, if the district can provide documentation that informed consent was received from the parent at a later date than the signature date, the receipt date shall be considered the initial date for beginning the timeline. It is the district's responsibility to have documentation that the receipt date is later than the signature date. (The 120 day constraints for compliance between suspecting a disability and the IEP meeting are still valid and the district must comply with this. This means that the 120 days cannot be extended. The IEP may need to be completed sooner than 30 days from the ETR meeting to meet the 120 days.)

<u>Examples that are in compliance:</u>
The district receives the permission form on January 31st. Starting February 1st the district begins counting 60 calendar days, the 60th day falls on April 1st. This becomes the last date the evaluation team report (ETR) meeting can be conducted to stay within compliance.

February has 28 days (beginning and including February 1st)
March has 31 days
The total so far is 59 days
April 1st becomes day 60 (April 1st becomes the last date the ETR meeting can be conducted to stay within compliance.)

The district receives the permission form on February 17th. Starting February 18th the district begins counting 60 calendar days, the 60th day falls on April 18th. This becomes the last date the evaluation team report (ETR) meeting can be conducted to stay within compliance.

February has 11 days remaining (beginning and including February 18th)
March has 31 days
The total so far is 42 days
April 18th becomes day 60 (April 18th becomes the last date the ETR meeting can be conducted to stay within compliance.)

The district receives the permission form on November 1st. Starting November 2nd the district begins counting out 60 calendar days, the 60th day falls on December 31st. This becomes the last date the evaluation team report (ETR) meeting can be conducted to stay within compliance.

November has 29 days remaining (beginning and including November 2nd)
December has 31 days
The total so far is 60 days
December 31st becomes day 60 the last date the ETR meeting can be conducted to stay within compliance. (Due to the winter break this ETR meeting must be scheduled before the district break to stay within the 60 day timeline.)

Attachment 1

Leap Year

Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date	Consent Received Date	Last Compliant IETR Meeting Date
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Non Leap Year

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