



## Policies, Practices, and Procedures: IDEA & ODEW Compliance for Prior Written Notice, IEP Timelines, and Start Dates

(In compliance with IDEA and Ohio Operating Standards)

### I. Purpose and Scope

This document establishes district-wide policies, practices, and procedures to ensure compliance with IDEA and Ohio Department of Education and Workforce (ODEW) requirements for: (a) Part C→Part B transition; (b) Prior Written Notice (PWN); (c) IEP development timelines and meeting scheduling; (d) IEP start-date procedures including cases that occur during school breaks; and (e) legal/compliance consultation.

### II. Transition from Part C (Early Intervention) to Part B (Preschool Special Education)

For all children transitioning from Part C Early Intervention (EI), Tiffin City Schools will ensure that an initial Evaluation Team Report (ETR) is completed (if needed), eligibility is determined, and an initial IEP is developed and implemented on or before the child's third birthday, consistent with state guidance.

Practice & Procedures:

- Referral/Transition Triggers: The Part C transition notification or Transition Planning Conference (TPC) serves as the referral to the district. If the TPC occurs more than 150 days before the 3rd birthday, the Part C referral date is 150 days before the 3rd birthday. If the TPC occurs within 150 days, the referral date is the date of the first notification or the TPC date, as applicable.
- Timelines and Milestones: The district will obtain parental consent, complete any required initial evaluation within 60 calendar days of consent, determine eligibility, and develop and implement the IEP on or before the child's third birthday.
- Scheduling: The district will schedule eligibility and IEP meetings with sufficient buffer time to ensure implementation by the third birthday; alternate participation (virtual/phone) will be offered to avoid delays.
- EMIS Reporting & Documentation: If an IEP is not implemented by the third birthday, staff will document the reason on the PR-01 PWN and code the noncompliance reason in EMIS; building administrators will notify the Special Education Director the same day.

### III. Prior Written Notice (PWN)

The district will issue Prior Written Notice (PR-01) to parents/guardians within required state timelines and before proposing or refusing to initiate or change the identification, evaluation, educational placement, or the provision of FAPE, and within 30 days of the date of referral for a child with a suspected or confirmed disability.

Practice & Procedures:

- Content: PWN will include a description of the action proposed or refused, explanation of why,



data relied upon, options considered and reasons rejected, other relevant factors, and notice of procedural safeguards; it will be provided in the parent's native language/mode of communication.

#### **IV. IEP Development Timelines and Meeting Scheduling**

Initial IEPs will be developed and implemented within the shortest applicable state timeline: (1) within 30 calendar days of the determination that the child needs special education and related services; (2) within 90 calendar days of receiving parental consent for an initial evaluation; or (3) within 120 calendar days of the receipt of a request for evaluation (district or parent). Annual IEP reviews will occur at least every 12 months.

#### **V. IEP Start-Date Procedures, Including Summer/School Breaks**

For children whose third birthday occurs during summer, the IEP team determines the appropriate start date for services. If Extended School Year (ESY) is required, ESY services will be provided per the IEP regardless of breaks.

##### **Practice & Procedures:**

- For Third-Birthday-in-Summer Cases: The team documents the agreed start date and any services to begin during summer vs. at start of school year (with justification).
- For School Breaks: If the IEP is developed immediately before a scheduled break, the district ensures staff, schedules, and materials are ready for implementation on the IEP start date; if start is immediately post-break, principals confirm provider coverage before break begins.

#### **VI. Alternative Means of Participation**

To avoid delays, the district offers video/phone participation, interpretation, and accessible formats for all ETR/IEP/PWN events, with documentation of attempts.

#### **VII. References (Ohio/IDEA)**

- Ohio Administrative Code 3301-51-05 Procedural Safeguards (Prior Written Notice)
- Ohio Administrative Code 3301-51-07 Individualized Education Program (IEP)
- ODEW Operating Standards for the Education of Children with Disabilities (2024)
- ODEW Indicator 12 Compliance — Transition from Early Intervention to Preschool Special Education
- PR-07 IEP (Ohio Required Forms)
- Ohio Part C→B Transition Planning resources