



Documentation of Parental Request to Delay Special Education Event

Office of Special Education and Student Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

**MCPS Form 336-46
July 2011**

DIRECTIONS: This form is to be completed in cases where a parent requests that the Individualized Education Program (IEP) team schedule an IEP meeting that extends beyond required timelines.

Student name _____ Student ID # _____

School/office responsible for scheduling meeting _____

Event Parent is requesting to be delayed

- Initial evaluation Re-evaluation Annual Review Previously schedule periodic review Manifestation
- Other _____

- Parents must be informed that state and federal regulations mandate that the eligibility determination for special education services be completed within 60 days of parental consent for assessment, or 90 days of referral, whichever is shorter, and that their request for a delay or postponement extends the required timelines.
- Parents must be informed that state and federal timelines for the event is being delayed by parent request. Parents must be informed that their request extends the applicable timeline.

Date meeting due _____

Date meeting was scheduled _____

Name of parent requesting delay _____

Reason parent is requesting delay _____

Date parent made request to postpone meeting _____

Date parent was informed that their requested date was beyond timelines _____

Date meeting is rescheduled based on parent request _____

Form completed by _____ Position _____

Date _____

DISTRIBUTION: COPY 1/Student's confidential folder; COPY 2/Equity Assurance and Compliance Unit (EACU), CESC Room 208