

Documentation of Parent/Guardian Agreement to Delay

**MONTGOMERY
COUNTY
PUBLIC
SCHOOLS**
Maryland

Initial Evaluation
Office of Special Education
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

**MCPS Form 336-46A
November 2023**

DIRECTIONS: This form is to be completed in cases when a parent/guardian agrees to the Individualized Education Program (IEP) team scheduling an IEP meeting that extends beyond required timelines for an **Initial Evaluation**.

Student name _____ Student ID # _____

School/office responsible for scheduling meeting _____

Date meeting due _____

Date original meeting was scheduled _____

Name of parent/guardian agreeing to the delay _____

Reason for the requested delay _____

Date parent/guardian agreed to postpone the meeting _____

Date parent/guardian was informed that requested date was beyond timelines _____

Date meeting is rescheduled based on parent/guardian agreement _____

I _____, have been informed that state and federal regulations mandate that the eligibility determination for special education services be completed within 60 days of my consent for assessment(s), or 90 days of the referral for special education eligibility. I understand that my agreement to delay extends the required federal and state timelines. My signature below indicates that I have mutually agreed with Montgomery County Public Schools to extend the applicable timeline for the initial evaluation and that the completion date for the assessment(s) will be extended by _____ days.

Parent/Guardian Signature _____ Date ____/____/____

Form completed by _____ Position _____

Staff member signature _____ Date ____/____/____

DISTRIBUTION: Original/Student's confidential folder; COPY 1/Parent/Guardian;
COPY 2/Resolution and Compliance Unit (RACU), CESC Room 208