

End of Year Due Process File Checklist

Student Name: _____ Grade: _____

Case Manager: _____ Year: _____

Required Special Ed File Forms

File Access Log

Third Party Billing Consent Form

IEP Specific Forms

Notice of a Team Meeting for Annual/Initial IEP

Meeting Agenda

Record of Team Meeting

Agreement Regarding IEP Team Member Attendance (*only as applicable*)

Prior Written Notice

Parent Consent/Objection

Current IEP, IFSP, IIIP

ESY Decision Documentation (*only as applicable*)

AT Consideration Form

Positive Behavior Support Plan

Behavior Intervention Plan

Para Request Form (*only as applicable*)

Notice of Transfer of Rights (*prior to students turning 17 years of age*)

Summary of Performance (*12th Grade Students only*)

Agreement to Amend

Prior Written Notice

Parent Consent/Objection

Progress Reports

Dates completed:

Miscellaneous Forms	
	Release of Information (<i>as applicable</i>)
	Medical Documentation (<i>as applicable</i>)
	Communication Logs related to due process timelines
	Restrictive Procedures: Physical Hold Form and Debriefing Form
	Behavior Analyst/Consultant Referral Form (<i>as applicable</i>)
Evaluation Specific Forms	
	Pre-referral Interventions (<i>only initial evals</i>)
	Notice of Team Meeting for Evaluation Planning
	Eval/Re-eval Plan Prior Written Notice
	Parent Consent/Objection for Evaluation Plan
	Notice of Team Meeting for Evaluation Results Meeting
	Record of Team Meeting
	Team Override Documentation (<i>only as applicable</i>)
	ESCE Outcome Documentation (<i>ECSE only</i>)
	Evaluation Report

Case Manager Signature: _____

Notes:

****If student does not qualify, all evaluation materials should be put in the student's cumulative file.**

****All documents finalized in SPED Forms**

****This form should be completed for each student on your caseload each school year and put in the student's file.**