**File Review Order**

**2020-2021**

\_\_\_\_ 1) Access sheet stapled to front cover of the special education file (SP 300.614)

\_\_\_\_ 2) Procedural Safeguard Log – completed on SpedTrack dashboard

\_\_\_\_ 3) IEPs:

\_\_\_ IEP completed and activated *(with BIP attached, if applicable)*

\_\_\_ Amendment completed and activated if applicable

\_\_\_ Notice of Meeting completely filled out with attempts

\_\_\_ Notice of Action - signed, scanned and uploaded OR Esigned

\_\_\_\_ 4) Evaluations:

\_\_\_ Evaluation - completed and activated

\_\_\_ Notice of Meeting completely filled out with attempts

\_\_\_ Notice of Action with Consent to Test signature - signed, scanned

and uploaded OR

Esigned

\_\_\_ Review of Existing Data - completed

\_\_\_ Notice of Meeting completely filled out with attempts

\_\_\_\_ 5) Protocol File, include these items:

\_\_\_ Psychological Reports (also scan and upload that to SpedTrack)

\_\_\_ All Test Protocols

\_\_\_ Work Samples

\_\_\_ Screening notices (clip each evaluation set together)

\_\_\_ Parent Input Form (pink sheet)

\_\_\_ Academic Screening/Teacher Input Form

\_\_\_ Receipt of IEP letter w/ teacher’s signatures

\_\_\_\_ 6) Permanent File – verify that IEP sticker is on the front of this file in the office

*Revised 8/24/2020*