**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*