



Student Name: _____ Primary Disability: _____

School: _____ Grade: _____ DOB: _____

IEP Manager: _____

| Time Lines | File Order Sequence | ✓ when placed in file. Place chronologically oldest to newest. |
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| Interventions = 30 days Reasonable Amount of Time | <u>Referral Process/Assessment Plan</u> * Documented Pre-Referral Interventions (at least 2) per area * Student Referral Review w/signatures * Notice of Educational Eval/Reeval Plan & Consent (Includes parent input) | _____ _____ _____ |
| Evaluation 30 School Days (Birth 0-2 year 11 month: 45 Calendar Days) Eval to IEP 30 Calendar Days | <u>Evaluation/Reevaluation Report</u> * Notice of a Team Meeting (Documentation required) (Sent to members 7-10 days before meeting) * Observation (Documented in Evaluation Report) * Evaluation Report and final page Eligibility determined _____ Date _____ <u>Not an IEP (Not Eligible)</u> * Notice of a Team Meeting (Documentation Required) * Parent Contact Summary (Document parent discussion) or | _____ _____ _____ _____ _____ |
| IEP – can implement upon signature OR Expiration of 14 calendar day response time on an annual IEP Frequency: Same as Gen Ed | <u>IEP (Eligible for Services)</u> * Notice of Team Meeting (Documentation attendance with initials on Notice or using the Record of Team mtg) * Individual Education Program (IEP) Meeting Date _____ * Prior Written Notice with Consent form <u>Progress Reports</u> NOTE: Place a copy of progress reports in SE file * IEP Progress Report – Document date and type here. (If not Written, a summary of the information reported on ALL goals and whether or not progress is sufficient to meet goals within the IEP year must be recorded in the Communication Log.) | Date & Type of Reports _____ _____ _____ _____ |
| *If applicable *List other due process forms or relevant reports | <u>Other SE File Entries</u> * Extended School Year Documentation **ESY Services form and District Registration form * Communication Log _____ _____ _____ | _____ _____ _____ _____ |