

Iron County School District
IEP File Folder Compliance Checklist
Revised September 30, 2015

Student Name _____ Grade: _____ School Year _____

School _____ Case Manager _____

Please Note: **The order of forms indicated should be adhered too.** Please be aware that checklist does not include all specific and/or unique compliance requirements (*) included within each of the identified forms and/or disability determinations.

	OK	Not Found	Not Signed	Not Dated	Out of Date	Comments
Section I: Support Documentation						
*Revocation of Services: when applicable SpEd 48						
IEP Info. page: update to begin new sch. year SpEd 51						
ICSD IEP Compliance Checklist: complete @ end of sch year						
Record of Parent Contact: evidence via SpEd52 or Other SpEd 52						
Record of Access: Keep Original or new if not located SpEd 17						
ESL / LEP Results: initial & @ 3 yr. reevals. updated						
ICSD Student SpEd Summary: track info. @ end of sch. year SpEd 54						
Section II: Programming Documentation						
Report of Progress Goals: final date/track quarterly SpEd 6c						
I.E.P.: (also special services) current & previous year SpEd 6a1						
Prior Notice of Extended School Year (if eligible) SpEd 6a1						
ESY Skills Maintenance Regression Data (must be attached if student is ESY eligible) SpEd 6g1						
IEP Signature Page SpEd 6d						
*IEP Addendum: only if change in IEP year SpEd 43						
PLAAFP Sheet: student info, test data, justification, etc. SpEd 6b						
*Notice of Refusal: use only when refusing to implement a parental request for a service or accommodation SpEd 9						
* Behavior Intervention Plan (BIP) when necessary SpEd 55						
Manifest Determination (if student has been referred for Safe Schools Violation) SpEd 16						
Annual Measurable Educational Goal(s) SpEd. 6c						
UCAS-UPASS: assessment state & district wide SpEd 6f1						
ITP Transition Plan: high school update yearly SpEd 6e						
Consent for Agency Invite: when applicable SpEd 15/15a						
Excuse IEP Team Member: if needed SpEd 6i						
Notice of Meeting: for each IEP w/parent meeting SpEd 4						
Medicaid: one-time original signed Keep Here SpEd 47						
Age of Majority: original by age17 Keep Here SpEd 11						
Summary of Academic Achievement Exit High.Sch. SpEd 21						
Section III: Eligibility / Placement						
Reeval. Eligibility Determination Summary Report						
Due & update @ every 3 yr re-eval. SpEd 5a-m						
Notice of Meeting: due for this Eligibility Determination SpEd 4						
Observation: SLD (required for initial & every 3yr re-eval) SpEd13						
Observation: Beh(required for initial & every 3yr re-eval) SpEd 14						
Change of Placement in SpEd: as needed & updated SpEd 7b						
Consent for Re-Evaluation: date after review date SpEd 8						
Re-Eval. & Review of Data: every 3 years SpEd 8						
Initial Eligibility Determination & Summary Report SpEd 5 a-m						
Consent for Initial Placement in SpEd: SpEd 7a						
Initial Consent for Evaluation: parent signature SpEd 8						
Student Intervention Profile or Other: SpEd 41						
Initial Referral for SpEd Services: SpEd 2a						
Section IV: Assessment Data						
Current Testing Data: this order: Psych. Report, Health Care Plan, Medical, SAGE/CRT/ DLM/UAA Results, Vision/Hearing, Test Protocols						