

DUE PROCESS CHECKLIST

Date and/or Documentation in Place (Yes/No)

	Year 1	Year 2	Year 3
DOCUMENTATION OF INTERVENTIONS			
(PREREFERRAL/REFERRAL FORMS)*			
NOTICE OF EVAL/REEVAL*			
EVAL/REEVAL PLAN*			
PARENT CONSENT*			
TIMELINE/COMPLETED			
MULTIDISCIPLINARY TEAM			
NON-DISCRIMINATORY PRACTICES/A.T. CONCERNS			
EVAL MATERIALS AND PROCEDURES DOCUMENTED			
TRANSITION EVAL			
EVAL REPORT*			
RESULTS EXPLAINED AND INTERPRETED			
DETERMINATION OF ELIGIBILITY/PLACEMENT			
EXIT PROCEDURES			
IEP/IFSP*			
TEAM MEMBERS PRESENT			
PLEP INCLUDES A.T., PROGRESS IN GEN. ED.			
REQUIRED COMPONENTS IN GOALS/OBJECTIVES			
LRE EXPLANATION			
LRE AND SERVICE BASED ON NEED/DATA			
START DATE OF IEP			
IEP REVIEWED EVERY 12 MONTHS			
PROGRESS REPORTS* (REFLECT GOALS/OBJECTIVES)			
DATA TO SUPPORT BENEFIT WAS CONFERRED			
DATA TO SUPPORT BENEFIT WAS NOT CONFERRED			
TRANSITION SERVICES			
BEHAVIOR INTERVENTION PLAN			
FUNCTIONAL BEHAVIORAL ASSESSMENT*			
CONDITIONAL INTERVENTION PROCEDURES			
TRANSFER OF RIGHTS (Age 18)			
ADAPTATIONS/MODIFICATION STATE/DISTRICT-WIDE ASSESSMENT			
EXTENDED SCHOOL YEAR			
MEETING NOTICE REQUIREMENTS			
PARENT CONSENT*			
DUE PROCESS SAFEGUARDS-PARENTAL INVOLVEMENT			
INTERNAL CONSISTENCY			
ACCESS LOG IN RECORD			

* Correlates to IEP File Insert Tabs