

09/13

**ISD #XX Special Education Files
Record of Inspection & Index of Due Process Forms**

Person Reviewing File	Relationship to Student	Reason for Reviewing	Date

Index

(Not all forms are required for every file. If they are included they can be found in the listed section.)

Section	Form Name
1	Record of Inspection & Index of Due Process Forms
2	Pre-Referral Documentation
2	Notice of an Educational Evaluation/Reevaluation Plan
2	Prior Written Notice Forms
2	Parental Consent/Objection
2	Notice of a Team Meeting
2	Team Override
2	Consent to seek Reimbursement for Health Related IEP/IFSP/IIIP services
3	IEP/IFSP/IIIP
3	Progress Reports
3	Documentation of Significant Changes to IEP
3	Agreement to Amend
3	ESY Extended School Year Checklist
3	Emergency Use of a Conditional Procedure Form
3	Behavior Intervention Plan (BIP)
3	60 Day Review of Behavior Intervention Plan (BIP)
4	Evaluation Reports
4	Psychological, Speech, and other Related Services Reports (OT, PT, DAPE)
4	Observations and other Checklists
4	Computerized Scored Reports: Cognitive & Achievement Tests
4	Exit Summary Report
4	Benchmarks (if available)
4	ECSE Outcomes Summary Forms & Family Outcomes Surveys
5	Pertinent Special Education Communications
5	Communications To and From Parents
5	Record Destruction Letter
5	Notice of Transfer of Parent Rights
6	Outside Agency Evaluations and Reports from Hospitals, Mental Health Services, County Agencies, etc
6	Consent to Release Private Data