



Northern Lights Special Education Cooperative

www.nlsec.org

16 East Hwy 61; PO Box 40 ~ Esko, MN 55733

Phone (218) 655-5018 ~ Fax (218) 451-4511

Due Process File Requirements and Organization

- Section 1 - Log of Access
 - Log of Access Form
- Section 2 - Evaluation
 - Referral information
 - Evaluation Report
 - Summary of Performance -when student graduates
- Section 2 - IEPs
 - Annual IEP and/or most recent amended IEP
 - Behavior Intervention Plan if applicable
 - ESY Worksheet if applicable
 - Previous IEPs
- Section 3 - Required Notices
 - Team Meeting Notice
 - Record of a Team Meeting
 - Evaluation Prior Written Notice (PWN) - every three years
 - IEP Prior Written Notice - every year (could be more if there are IEP amendments)
 - Transfer of Rights- at least 1 year before turning 18 (usually done at 16)
- Section 4 - Progress Reports (must be reported concurrently with district reporting)
- Section 5 - Parent Communication Log, Miscellaneous Documents

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