

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