

Special Education File Checklist

Student Name: _____ Date of Birth: _____

Student #: _____ Classification: _____

Grade: _____ Current Service Pattern: A B C Other _____

Sending School: _____ Receiving School: _____

Date Form Completed: _____ Completed By: _____

All special education files must be in compliance before they are transferred to another school within Jordan School District, or to a school outside of the District. Teams must complete this form to verify that files are in compliance.

Please **Date** or **Circle “Yes” or “No”** to indicate that the following forms and information are correct and in the student’s file. **Items marked with an asterisk (*) must be corrected before transferring a file.** If an item cannot be corrected, please write a comment to explain.

File Checklist Item		Complete?		Explanation or Comment
1.	Re-Evaluation Due Date: <i>If re-evaluation is due before October 15th of the next school year, the sending school must complete the re-evaluation prior to transferring the file to the receiving school.</i>	Date:		
2.	IEP Due Date: <i>If IEP is due before October 15th of the next school year, the sending school must hold a new IEP meeting prior to transferring the file to the receiving school.</i>	Date:		
Items marked with an asterisk (*) must be corrected before transferring a file.				If “No,” give reason if not able to correct.
3.	IEP Team Participants’ Signatures (if missing, explain)	Yes	No	
4.	IEP Progress Reports	Yes	No	
5.	*File Organizer is in file with the following forms attached:	Yes	No	
6.	Documentation of Response to Interventions/Pre-Referral <i>(Not required for Preschool)</i>	Yes	No	
7.	Referral for Evaluation for Special Education	Yes	No	
8.	Prior Notice and Consent for Evaluation/Re-evaluation	Yes	No	
9.	Re-evaluation Data Review	Yes	No	
10.	*Prior Notice for Identification and Determination of Eligibility	Yes	No	
11.	*Evaluation Results Summary <i>(including vision & hearing results within 2 years)</i>	Yes	No	
12.	*SLD Estimator Report <i>(for SLD classification)</i>	Yes	No	
13.	*Prior Notice and Consent for Initial Placement <i>(required)</i>	Yes	No	
14.	*Prior Notice for Change of Placement	Yes	No	
15.	*Observations <i>(SLD and ED classifications)</i>	Yes	No	
16.	Notice of Meeting(s)	Yes	No	
17.	*All Protocols dated and signed in ink	Yes	No	
18.	*Intellectual	Yes	No	
19.	*Achievement	Yes	No	
20.	*Social/Behavioral Checklists <i>(school and home)</i>	Yes	No	
21.	*Speech Language	Yes	No	
22.	*Psychological Evaluation Report <i>(if required)</i>	Yes	No	
23.	*Health Care Plan <i>(if applicable)</i>	Yes	No	
24.	*Additional Reports <i>(if required): Medicaid Logs, FERPAs, OT, PT, Audiology, Vision, Hearing, etc.</i>	Yes	No	