Washington County School District FIle Compliance Checklist

STUDENT: _____ CASE MANAGER:_____

LEFT SIDE INSIDE (top=1)   **Student Information and Demographics**

WPN and Consent for Initial Placement ● **Date and Parent Signature**	**PSSP - if initial or missing, must print and get parent signature, write, upload signed document into PSSP. Write "Replacement" on the top of the new, signed document**	
Consent for Billing and Sharing Medicaid Form - Requires Parent Signature	**PSSP - if initial or missing, must print and get parent signature and upload signed document into PSSP**	
Referral for Evaluation ● **Date, List staff who referred and LEA. If parent referred, list LEA**	**PSSP - *if initial, place in file, if missing Cannot Duplicate* - Place Missing Forms Doc in the document's place**	
Regular Ed Interventions/At-Risk Intervention Documentation ● **Intervention data in areas of concern**	**Documentation of interventions from TAT Team, if initial, place in file, if missing *Cannot Duplicate* -Place Missing Forms Doc. in the document's place**	
Record of Access ● **Include student name and date of birth**	**washk12.org - Forms 802 - required form, print and place in file**	**Directions -** **Record of Access**

MIDDLE FRONT (TOP=1) Need current IEP along with 1 previous IEP document with all info attached.

Summary of Achievement/Performance ● *Provided for students who are graduating or aging out*	**PSSP - Print for file**	
Amendment to IEP ● **Following MDT or Change of Placement** ● **If changes to IEP are needed before annual**	**PSSP - Print changed sections, sign, upload signed document into PSSP (if signature are required, for minor changes no signatures are required)**	**Directions - Link to IEP Amendment guidelines**
Manifestation Determination (MDT) ● *If needed for disciplinary action* ● *Contact your Coordinator*	**PSSP- Print for file, sign, upload signed document into PSSP**	
IEP ● **Hold annual IEP meeting prior to 1 year expiration date (within 364 days)**	**PSSP - Print for file, sign, upload signed document into PSSP**	**Assistive Technology Consideration**
ESY Attachment and ESY Data Form ● **If student qualifies for extended school year**	**Goal View - Print for file**	**Directions - ESY**
WPN of Change of Placement ● **Required if the Service Pattern changes from or to Self-Contained (180 minutes per day))must be part of annual IEP or Amendment to IEP**	**PSSP - Print for file**	
Behavior Assessment (FBA) & Intervention Plan (BIP) ● **Must be updated with annual IEP or Amendment to IEP, and attached (also list under accommodations on IEP)**	**PSSP - Print for file**	
Progress Reports ● **Completed each time non-disabled peers receive a report card**	**PSSP - Print for file** *Cannot Duplicate*-Place Missing Forms Doc. in the document's place	

	Invitation to a Meeting	PSSP - Print for file *Cannot Duplicate*-Place Missing Forms Doc. in the document's place	

MIDDLE BACK (TOP=1)

	Additional Locations of SpEd information - As needed	washk12.org - Forms - 804	
	Transportation Plan	PSSP- Print for file	Directions - transportation
	Age of Majority (*complete before age 17)*, requires Parent, Student and LEA signature (via telephone is NOT allowed)	PSSP - Print for file	
	Age of Majority transferred Form - Complete at age 18	PSSP - Print for file	
	Health Care Plan (also list under accommodations on IEP)	Get from school nurse	Directions - Health Care Plan
	Permission to Release Student Records - As needed	washk12.org - Forms - 801 or 352	Directions- Release of student Records
	Consent for Agency Invitation to Transition Meeting	PSSP- Print for File	

RIGHT SIDE BACK (TOP=1) Need current eligibility plus one previous and all accompanying documentation.

	Prior Notice for identification and Determination of Eligibility & Evaluation Summary ● Supports reason for referral ● Include data for all assessments and team decisions ● Has all Signatures ● If initial, complete within 45 days of signed receipt of Consent to Evaluate ● Re-Eval completed within 3 years from previous Eligibility ● All supporting documents must be attached to current Eligibility to include: assessment score summaries in all assessed areas (including vision and hearing), Patterns of Strengths and Weaknesses worksheet (SLD), observation forms (SLD, ED), Medical History (OHI, AU, TBI, OI, MD), Developmental History (AU) (TBI), Evaluations by outside agencies, etc).	PSSP - Print for file, sign, upload signed document into PSSP	
	Invitation to a Meeting ● A copy of the Notice of Meeting should be filed with the Eligibility report and with the IEP. education".	PSSP - Print for file *Cannot Duplicate*-Place Missing Forms Doc. in the document's place	
	WPN and Consent for Evaluation/Re-evaluation ● Required for all Initial Evaluations ● Required for Re-Evaluation if Evaluation Data Review form is marked NOT sufficient ● Areas marked on Consent form must match areas marked on Evaluation Data Review	PSSP - Print for file *Cannot Duplicate*-Place Missing Forms Doc. in the document's place	
	WPN of Eval/Re-eval Review of Existing Data ● Must be completed for all re-evaluations, including out of state transfers. ● Complete Request for School Psychologist form ● All Team members must be consulted, including related service providers, general ed, LEA, parent ● Signatures from all team members prior to consent date (or on same day, if consent needed) and prior to Eligibility date	PSSP - Print for file *Cannot Duplicate*-Place Missing Forms Doc. in the document's place	
	Request for School Psychologist Form ● As determined by School Psychologist	Washk12.org - Forms - 814	Directions - School Psychologist form
	Invitation to a Meeting ● A copy of the Notice of Meeting should be filed with the Eligibility report and with the IEP.	PSSP - Print for file *Cannot Duplicate*-Place Missing Forms Doc in the document's place	

Record of Access - Place on file cabinet

Out of State Transfers Directions   ***White - Mandatory file placement**

Out of District Transfers Directions   ***Gray - As Needed**

Signature_____Date_____