

**Livingston County Schools
Special Education/Due Process/I.E.P. folder
Organization and contents**

The following are the tab sections of the 6-tab folder organization system that has been used for some time in this district:

Tab 1 Log of Inspections (inside front cover)

File the following items in chronological order on this fastener (oldest on bottom):

- *Transfer records* from other state or district
- *Form EC-2*, Determination of Student Representative for Educational Decisions (all information must be completed and **signed by the principal as 1st ARC meeting is held**) (attach birth certificate if guardian is natural parent; attach court custody papers if there are any custody issues; **forward information immediately to Director of Special Education if the student's parents are unknown, if the student is a ward of the state, or if parent rights have been terminated.**

Tab 2 Contact

File the following items in chronological order on this fastener (oldest on bottom):

- Notices of Admission and Release Committee Meetings
- Other communications with parents/guardians
- Livingston County Public Schools Record of Parent Contacts

Tab 3 Due Process

File the following items in chronological order on this fastener (oldest on bottom):

- Conference Summary/Action Notice
- Eligibility Forms for Special Education/Related Services (do a new eligibility at each 3-year re-evaluation and for transfer students)
- Evaluation Planning Forms
- Signed Permission for Evaluation
- Permission for Special Education (do a new permission at each 3-year re-evaluation and for transfer students)
- Copies of Individual Learning Plan (ILP) for students 14 and older **at each annual review** (staple to conference summary)
- Copy of 4-year course of study (at each annual review for students 14 and older) (staple to conf. Summary)

Tab 4 Evaluations

File the following items in chronological order on this fastener (oldest on bottom):

- Evaluation reports (in-district and outside agency evals.)
- Behavioral observations
- Social-developmental history form
- Re-evaluation summaries

Note: SLP's and School Psychologists store testing protocols in separate file, send to central office annually for filing

Tab 5 IEP

File the following items in chronological order on this fastener (oldest on bottom):

- Individualized Education Plan (most recent on top)

Tab 6 On-going progress

File the following items in chronological order on this fastener (oldest on bottom):

- Each month should have a summary of progress monitoring (graphing)
- Periodic examples (benchmarking) of annual goal being monitored (**not all student work samples**)