

## New Prague Area Schools Due Process Checklist

This checklist is to be completed once a year for each child you case manage. It may be done continuously throughout the year or at the end of the school year. This checklist will help to ensure compliance and that all necessary documents are enclosed in each student's file at the end of each school year. Color coding of this sheet indicates the student's current grade level.

<b>Name of Student</b> _____	<b>Current Grade</b> _____
<b>Home School</b> _____	<b>Resident School District</b> _____
<b>School Year</b> _____	<b>Case Manager</b> _____
<b>IEP Meeting Date:</b> _____	<b>IEP Service Date:</b> _____ <b>Evaluation Date:</b> _____

\_\_\_\_\_ **File Review Sign-In Log:** The log is to be secured inside the front cover of the student file.

**Initial Evaluation** – If the Initial Evaluation took place this school year, complete this section.

\_\_\_\_\_ Initial Notice of Educational Evaluation Plan (2 pages)

\_\_\_\_\_ Protocols

\_\_\_\_\_ Evaluation Summary Report

\_\_\_\_\_ Notice of Team Meeting

\_\_\_\_\_ IEP (if qualified)

\_\_\_\_\_ Prior Written Notice

### **Three Year Re-Evaluation**

\_\_\_\_\_ Notice of Educational Re-evaluation Plan (2 pgs)

\_\_\_\_\_ Protocols

\_\_\_\_\_ Notice of a Team Meeting

\_\_\_\_\_ Evaluation Summary Report

### **Annual Due Process Review**

\_\_\_\_\_ Notice of Team Meeting

\_\_\_\_\_ Team Meeting Sign In

\_\_\_\_\_ IEP

\_\_\_\_\_ Prior Written Notice

\_\_\_\_\_ Notice of District's Proposed Action or Denial

\_\_\_\_\_ Progress Review (as many times as Reg. Ed.)

\_\_\_\_\_ Notice of Educational Re-Evaluation Plan

(If applicable and not done as part of 3 yr. re-eval)

**Outside Agency Section:** Maintain relevant outside agency reports that are appropriate.

### **Left our School or Dismissed from Services**

Moved to: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dismissed: \_\_\_\_/\_\_\_\_/\_\_\_\_

One Year Follow Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Coordinator Signature:** \_\_\_\_\_

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

K- Pink, 1<sup>st</sup>-Blue, 2<sup>nd</sup>- Yellow, 3<sup>rd</sup>- Orange, 4<sup>th</sup>-Green, 5<sup>th</sup>- Blue, 6<sup>th</sup>-yellow, 7<sup>th</sup>- Orange, 8<sup>th</sup>- Green  
9<sup>th</sup> – Neon Blue, 10<sup>th</sup> – Neon Yellow, 11<sup>th</sup> – Neon Orange, 12<sup>th</sup> – Neon Green, 13-21-Pink