

Due Process Forms Checklist

Student _____

School Year _____

Forms Needed to Create Special Ed File	
	Record of Access to Educational Record
Forms Needed for Initial Assessment	
	Pre-Referral Interventions: Two consecutive and documented interventions
	Notice of Team Meeting to determine assessments sent to parents – optional – you must include parent input – but it doesn't need to be a meeting
	Parental Rights and Procedural Safeguards - Must give to parents before seeking consent
	Evaluation Plan Prior Written Notice
	Parental Consent Form <i>(part of the same document) (must have parent signature on file)</i>
	Evaluation Report
	Notice of Team Meeting - to determine eligibility and write IEP if appropriate
	Notice to District MARRS Coordinator
Forms Needed for Initial IEP	
	IEP
	Prior Written Notice for IEP
	Parental Consent Form <i>(dated the same as the PWN) (must have parent signature on file)</i>
Forms Needed for Progress Reports	
<i>(Number of written progress reports must match what is indicated on the front page of the IEP; at least as often as</i>	
	IEP Progress Report including data sheets
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	If progress is reported at the annual IEP meeting, progress on previous IEP goals/objectives is written in the PLAAFP statement of the new IEP.
Forms Needed for Annual IEP	
	Notice of Team Meeting
	IEP
	Prior Written Notice for IEP
	Parental Consent Form <i>(dated the same as the PWN)</i>
	Parental Rights and Procedural Safeguards
	Agreement Regarding IEP Member Attendance <i>(Only applies if a <u>required</u> team member is not present in full or part)</i>

Forms Needed for 3-Year Re-Evaluation	
	Re-Evaluation Plan Prior Written Notice
	Parental Consent Form (<i>part of the same document</i>)
	Evaluation Report
	Parental Rights and Procedural Safeguards
	Notice of Team Meeting to review evaluation and write IEP if appropriate
Forms Needed for Dismissal	
	Re-Evaluation Plan Prior Written Notice (<i>evaluation needed only if dismissal is initiated by the district</i>)
	Parental Consent Form (<i>part of the same document</i>)
	Parental Rights and Procedural Safeguards
	Evaluation Report (<i>if dismissal is initiated by the district</i>)
	Progress Report (<i>stating all goals and objectives met</i>)
	Notice of Team Meeting
	Prior Written Notice for Dismissal
	Parental Consent (<i>dated the same as the PWN</i>)
	Notice to District MARRS Coordinator
Forms Needed for Graduation	
	Summary of Performance
	Parental Consent/Objection Form
	Prior Written Notice to Discontinue Special Education
Additional Required Forms	
	Notice of Transfer of Rights (<i>Provided prior to turning 17 years of age</i>)
Forms Needed for Amending an IEP	
	Notice of Team Meeting (<i>must offer an IEP meeting to discuss the proposed changes. If parents want to meet, a Notice of Team meeting form would be completed</i>)
	IEP (Check "Amendment" box and highlight and date any revisions/additions resulting from the
	Prior Written Notice for IEP
	Parental Consent Form (<i>dated the same as the PWN</i>)
	Parental Rights and Procedural Safeguards (<i>If not given in the past year</i>)