

# Anderson County Schools

## Due Process Folder Guidelines

Student \_\_\_\_\_ DOB \_\_\_\_\_  
Disability (specify if areas of LD, MD, DD) \_\_\_\_\_  
Re-Evaluation Date \_\_\_\_\_ Annual Review Date \_\_\_\_\_  
Related Services \_\_\_\_\_

### **Front of Due Process Folder**

- Record of Disclosure Form
- Record of Eligibility Form (To be maintained by School Psychologists)

### **1. Student Representative Folder**

- Student Representative Form
- Any custodial information (such as court documents regarding temporary custody, etc)
- Turning Age forms (for those that turn 18 and become emancipated youth)

### **2. Parent Contact Folder**

- Parent Contact Logs
- Any correspondence between school and parent/guardian

### **3. Initial Placement Folder (If student is initially placed in Anderson County Schools)**

- Consultation process (interventions, consultation form, DBEST forms)
- Permission for screening
- Referral for Evaluation
- All Referral paperwork, including conference summary, permission for evaluation, and evaluation plan stapled together
- Social Developmental History
- Adaptive Behavior Measure
- Behavior observations
- Related Services Reports
- Other reports (i.e. medical statements)
- Academic and Educational testing protocols
- Psycho-educational Report
- Conference Summary, Eligibility forms, and Permission for placement forms stapled together.

### **3A. Transfer Records From Other District (if not initially placed in Anderson County)**

- All initial placement paperwork received from previous district including evaluation report, permission for placement and previous IEP and conference summaries.

### **4. Conference Summary Folder**

#### **MUST BE IN CHRONOLOGICAL ORDER WITH MOST RECENT AT END**

- Notice of ARC is attached to and with each Conference Summary
- Conference Summary to be stapled together and include:
  - Minutes pages
  - Signature page with all signatures of those in attendance
  - Consent to evaluate/re-evaluate
  - Eligibility forms for Re-evaluations

# **Anderson County Schools Due Process Folder Guidelines**

## **5. Current IEP Folder (and IGP if over 14 years of age)**

**MUST BE IN CHRONOLOGICAL ORDER WITH MOST RECENT AT END**

- IEP consists of:
  - Present levels of performance
  - Goals and objectives
  - Specially designed instruction
  - Method of evaluation
  - Beginning/ending dates
  - Location of services
  - Related services
  - Behavior Intervention Plan (if needed)
  - Accommodations/Modifications checklist

## **6. Previous IEP's with ongoing progress data attached**

**MUST BE IN CHRONOLOGICAL ORDER WITH MOST RECENT AT END**

- All IEP's will have ongoing progress data stapled to the back of the IEP.

## **7. Re-Evaluation Folders (there will be one for each re-evaluation completed**

**MUST HAVE ONE FOLDER FOR EACH SUBSEQUENT EVALUATION OR RE-EVALUATION COMPLETED AFTER THE INITIAL EVALUATION. NOTE THE YEAR COMPLETED ON EACH FOLDER. THEY MUST BE IN CHRONOLOGICAL ORDER WITH THE MOST RECENT AT THE END**

- Vision/hearing screening
- Language screenings
- Social-developmental history
- Adaptive behavior measures
- Behavior observations
- Related services reports
- Other reports (i.e. Medical statements)
- Academic and Educational testing protocols
- Psycho-Educational Report

## **8. Medicaid Reimbursement Folder**

- Medicaid Form(s)