

2025-2026 BESE-Authorized Charter Schools SPED File Review

School:		LDE Representative:	
Date:		SPED School Representative:	

DOB:	LASID:	Exceptionality:		
Special Education Compliance	Acceptable Documentation (to be provided by the LEA)	Status at Review	Notes	Follow-up Required
Evaluation Date _____	Evaluation or waiver dated within 3 years. <i>If a signed waiver is present, the initial evaluation must accompany the waiver. If the student is new, attach the records request if the evaluation is not uploaded in SER.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Prior Written Notice	Prior Written Notice is completed, signed, and matches the IEP date. <i>If unable to reach the parent for signature, three documented attempts must be listed on the Due Process form.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Compliance with Evaluation	Student exceptionality on IEP aligns with evaluation. <i>For out of state evaluations, documentation that the school has conducted a formal Bulletin 1508 administrative review using the 1508 checklist is necessary.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEPDate _____	IEP is dated within one calendar year.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Signatures	IEP is signed by all required parties. Signatures must be handwritten or digitally signed using Docusign or Adobe. <i>If any person on the IEP team is not present for the meeting, there is a Prior Written Notice excusal form on file.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Minutes Provided	Evidence is present of service minutes provided in accordance with current IEP for current quarter/semester (or since IEP creation/date).	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Progress Reports	Two most recent progress reports are present in the folder and signed by the <u>service provider and/or special education teacher</u> . Signatures must be handwritten or digitally signed using Docusign or Adobe.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Logs	Evidence of attempts to communicate with and/or families in the event of disengagement.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No