

## IDEA STUDENT DOCUMENTATION CHECKLIST

Where applicable, the following information will be reviewed as part of an IDEA desk and on-site monitoring review. The local education agency should use the list below to ensure the appropriate information is available as part of the student's file. Please note that the LDOE reserves the right to request additional documentation to ensure compliance.

Documentation		Yes	No	N/A	Comments
1.	Initial Evaluation or Reevaluation (If a triennial evaluation waiver was conducted for the student, include the most current evaluation with the waiver).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Parental Consent Forms ( <b>initial or reevaluation</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Prior Written Notification Letter (IEP Participant Excusal Form if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Current Individualized Education Program (IEP) - ( <b>Submit the entire IEP with amendments, if applicable</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Parental Contact Logs and Notification Letters ( <b>Attempts to contact parents</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Student's IEP Progress Reports ( <b>Full IEP year</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Report Cards ( <b>previous and/or current school year</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Current school year documentation of services includes instructional and related service logs ( <b>December 2025, January 2026, and February 2026</b> ). A sampling of the measurement of student progress in educational need areas identified in the IEP should be provided, which consists of monthly progress notes, academic progress updates, and any other relevant information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Discipline (if applicable, current <b>Functional Behavioral Assessment (FBA), Behavior Intervention Plan (BIP)</b> , discipline referrals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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10.	Manifestation Determination Review (MDR) and the results of the disciplinary hearing, including the number of days assigned to the discipline center, with the start and end dates. (Signature pages of the revised IEP due to change of placement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Extended School Year (ESY) services (determination letter and criteria documentation form).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Communication Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Transition Agency Invitation Letters and Transition Assessment Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Age of Majority Letter (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	April Dunn Act Eligibility Criteria Determination Form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	LEAP Alternate Assessment Participation Criteria Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Signed Individual Graduation Plan (IGP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Individualized Healthcare Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	