**Due Process Folder Set Up and Organization Guidelines**

To assist with consistency throughout the district along with transition, the following information should help with the set-up and/or organization of due process files.

Brown folders – Special education services

Yellow folders – Speech services only

1)       Front left cover:  Copy of student’s schedule, scheduling information if appropriate, and age appropriate transition checklist.

2)      Document Control (front right):  The Document Control Sheet should be signed by anyone reviewing the due process file.

3)      Parent Contact (second left):  The Record of Parent Contact Sheet should be signed to document communication with parents/guardians.  Also a print-out from SETS/Infinite Campus with parental contacts can be placed in this section.

4)      Due Process (second right):  The Due Process Information includes temporary placement forms, requests for records, notice of meetings, conference summaries, eligibility forms, consent forms, transition consent forms, alternative portfolio forms, etc.  Please note, the latest conference summary notes should be the top page unless we have obtained consent to evaluate/re-evaluate in which case, that should be the top document.

5)      Assessment (third left):  The Assessment information includes copies of all initial and three-year evaluation documents, Doctor’s statements, multi-disciplinary reports, psychologicals, RECES, and related services reports.  Please note the most recent psychological, multi-disciplinary report, or RECES should be filed on top as this allows for easier access to the three year evaluation date, unless three-year evaluation documentation has been submitted to the District Office in which case, the Request for Psycho-Educational Services should be the top page.

6)      IEP and related information (third right):  The label for this section will contain the student’s name and birthdate.  The information included in this section should be the student’s IEP followed by data collection/progress reports addressing the IEP goals and objectives, a copy of the student’s ILP, and course of study documents when appropriate.  Please note the most current IEP should be the top document with data collection/progress reports for that specific IEP directly following.

7)      Colored circles on the front of the folders:

Yellow – speech

Orange – O.T.

Pink – P.T.

Green – Hearing Impaired

White – Special Transportation

\*\*Please keep work samples to a minimum.  The information gathered through these samples should be transferred to an on-going data collection form and/or summarized anecdotally.