**Review of Records Directions**

* **By @ least 1 week prior to the set annual mtg. date you must have COMPLETED and UPLOADED to Infinite Campus the following:**
  + **Review of Records/ Reevaluation Summary Form**
    - **School Psychs are responsible for completing Section I**
    - **You as the Case Manager are responsible for completing Section II.**
      * **This includes a summary of each area of concern.**
    - **Section III is to be completed in the ARC, but you can go ahead and check the boxes that further assessment is not needed. Once in the meeting if this changes, then you can edit the form then.**
  + **For each box that you check in Section II, you must have data for that area.** 
    - **A few examples of data: behavior observations, grades, ILP, IEP goal monitoring data, work samples, and/or behavior referrals.**
  + **2 Behavior Observations**
    - **These must be in the area(s) of concern**
    - **Completed on 2 different days**
    - **At 2 different times**
    - **By 2 different people**
  + **Once you have your data gathered:**
    - **Scan all data together**
    - **Upload the document to Infinite Campus**
    - **Save this document as “Review of Record Attachments”**