

The following forms should be included in the special education file for each student:

- Notice of Team Meeting (with initials of those in attendance)
- IEP
- Prior Written Notice and signature (if received)
 ****NOTE:** A signature is required for all initial IEP's.
- Progress Reports (quarterly progress reports-IEP counts as one)

During evaluation years, you will also want to have:

- Notice of Team Meeting (with initials of those in attendance)
- Evaluation Plan/PWN with signature (if you get it back)
 ****NOTE:** A signature is required for all initial evaluations.
- Evaluation Report

Other things that should be included (when applicable):

- Communication Logs
- Documentation of attempts to schedule meetings with parents
- Health Documentation Forms
- Medical Release
- Behavior Intervention Plan (BIP)
- Meeting Agendas (Optional)

CLP Included Yes ___ or No _____