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- ◆ The “green file” is a folder that should contain “due process” materials for the last three (3) years.
- ◆ After due process information surpasses 3 years old, remove it from the green file and place it in a manila “archive” folder. This archive folder should accompany the green file when transferred to other NSEC schools.

<b>CONFIDENTIAL ACCESS SIGN-IN LOG</b>	Should be attached to center of green file. Record your name as IEP manager for the school year. Try to ensure others record their access.
<b>TAB</b>	<b>EXAMPLES/FORMS TO BE FILED</b>
<b>COMMUNICATION</b>	Any communication from parents, principals, teachers, etc. relating to the due process forms, etc. Telephone logs should also be kept under this tab. Print out SpEd Forms contact logs. After one (1) year, all correspondence becomes a part of the student’s permanent educational due process file.
<b>RELEASE OF INFORMATION</b>	Any release of information signed by parents for release of records from or to other agencies.
<b>REFERRAL/ASSESS</b>	<i>NSEC Referral Form</i> (includes sorting team information and pre-referral interventions)
<b>ER PWN</b>	<i>Notice of Educational Evaluation/Re-evaluation Plan(s)</i> and associated <i>Parent Consent/Objection Form</i> should be filed here.
<b>EVALUATION REPORT</b>	<i>Evaluation Report</i> – this summary should include all assessments from related service providers involved (DAPE, Speech, OT, PT, Vision, Hearing, etc.), psychologists, and special education teachers (this may include an FBA)
<b>NOTICE OF TEAM MEETING</b>	<i>Notice of Team Meeting Form, Record of Team Meeting, Notice of Transfer of Rights</i> and any due process notification sent to parents that do not require a signature or response.
<b>IEP PWN</b>	<i>Prior Written Notice</i> and associated <i>Parent Consent/Objection Form, and Agreement to Amend</i> as well as any forms that require parent response and/or signature.
<b>IEP</b>	<i>IEP’s</i> and the <i>Summary of Performance</i> .
<b>PROGRESS REPORT</b>	<i>Periodic Review/Progress Report</i> of those IEP’s
<b>MEDICAL</b>	Any medical information relevant to the due process of the student.