

DO NOT PLACE CHECKLIST

Student's Name : _____

1. _____ Minutes (IEP Meeting Summary)

2. _____ Current Report Card

OTHER DOCUMENTATION REQUIRED:

3. _____ Notification of Meeting

4. _____ "Teacher Copy" of Psychological Evaluation will be turned in by the psychologists. (Other evaluations OT, PT should be turned in by the caseload teacher)

5. _____ Eligibility Report

6. _____ Meeting held _____ by _____
(Date) (Teacher Completing Paperwork)

7. _____ Paperwork completed on _____
(By the 5th day after the meeting was held)

THIS SECTION IS TO BE COMPLETED BY THE SPECIAL ED CLERK

8. _____ Paperwork checked and approved by _____
(SPED Clerk)
on _____
(Date)

9. _____ Paperwork sent to SPED Office on _____
(By the 10th day after the meeting)