

Order of File

Front Inside of File

1. File Access
2. Current Info

IEP/White Folder

3. Current IEP (requires team signatures) ESY Determination
4. Meeting Summary
5. Age of Majority (if appropriate) prior to 17th bday -- takes effect at 18
6. Health Care Plan (if appropriate)
7. Last/Previous IEP
8. Anecdotal (last 3 years)

Notices of Meeting / Yellow Folder

9. Notice of Meeting (for each IEP or Eligibility Mtg)
10. Progress reports (4 for each year unless preschool, then 2)
11. Emergency Contact

Referral/Brown Folder

12. Referral for Evaluation
13. At Risk documentation Including attached data and interventions
14. Re-Evaluation Data Review Form (up to 1 year prior to 3 year eval) must have team signatures
15. Consent for Evaluation/Re-Eval (Permission to test - parent signature, initial and date) **RETAIN ALL COPIES**

Eligibility/ Green Folder

16. Current Determination of Eligibility
17. Last/Previous Eligibility Document Signed by the IEP Team
18. Protocols for Current Evaluation
19. ELL Paperwork

Placement/Blue Folder

20. Consent for Initial Placement
21. Notice of Change of Placement
22. Least Restrictive Environment form - with LRE team statement - signatures required

Preschool/Pink Folder

23. Current year registration
24. Current Immunizations
25. Copy of Birth Certificate
26. Utah Preschool Outcomes Date (UPOD) (formerly attached to back of file)

Service Logs

27. Personal Care Logs and Direct Service Logs ****COMING SOON****

28. If in Functional Skills Unit - Immunization Record attached to back cover

**3 years of recent paperwork in current file (label 1 of 2 current - 2 of 2 Outdated on front cover).
(Only divide if file is excessive)**

10/2/2013