

Order of File

Front Inside of File

1. File Access
2. Hearing and Vision (yellow)
3. Current Info

IEP/White Folder

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

Notices of Meeting / Yellow Folder

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

Referral/Brown Folder

12. Referral for Evaluation
13. At Risk documentation (requires LEA signature) 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)

Eligibility/ Green Folder

16. Determination of Eligibility / Evaluation Summary Report / Most recent **previous** Eligibility form in file
17. Learning Disabled (attach estimator results and observation)
18. Emotional Disturbance (needs 3 observations)
19. Other Health Impaired (requires medical statement attached)
20. Protocols for Current Evaluation

Placement/Blue Folder

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

Preschool/Pink Folder

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

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3 years of recent paperwork in current file (label 1 of 2 current - 2 of 2 Outdated on front cover).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)