

BLUE FOLDERS

Blue folders are your student information folders.

They should follow a certain order in placement of information:

- 1st Bracket----Most recent IEPs (with appropriate ESY page)
Completed Notice of Meeting (WPN) and Parent Response forms
OT/PT progress reports/charts
 - 2nd Bracket----Access to records
Old IEPs and WPNs (Don't throw any away.)
OT/PT progress reports/charts
 - 3rd Bracket----Eligibility Information
WPNs
 - 4th Bracket----Current Behavior Plan
OT/PT Evaluations
Outside agency information (UMC/Region 8/private Psychologist)
 - 5th Bracket----Parent Communication (Not Notices...go with IEP)
Copies of Emails
Texts.....be careful....become part of educational record
 - 6th Bracket----DSAT information for initial rulings
Available for selected documents for other students
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- 1st Pocket....LRE Forms (Schedules—if have hard copies) /Preschool Assessments /
Language/Speech Assessments
 - 2nd Pocket.....ESY Documentation for each year

The ESY IEP page and WPN do not go in the pocket. They stay with the IEP for the summer of that school year. For students, who go to ESY, the page with documentation of instruction goes back in the appropriate IEP at the conclusion of ESY.

Revised August 2013