

# ORDER OF FILE

(For CURRENT/Active IEP file)

## Front Inside cover of the file folder: (back to front order)

1. File Record of Access
2. myIDEA Current Student Information Sheet

### IEP/White Folder: AGE OF MAJORITY & NOTICE (STAPLED TO INSIDE LEFT OF FOLDER)

3. Current IEP (requires team signatures) ESY Determination
4. Meeting Summary (stapled to IEP)
5. Health Care Plan (if appropriate)
6. FUBA/BIP (if applicable)
7. Last/Previous IEP
8. Anecdotal

### Notice of Meeting/Yellow Folder:

9. Notice of Meeting for each IEP or Eligibility from the last 5 years (Paperclip w/current on top)
10. Progress Reports for current and previous IEP (1 per term = 8 in the file)

### Referral/Brown Folder:

11. Data Review (if applicable - needs to be done 90 days before Eligibility comes due or on move in from out of district/state)
12. Prior Notice and Consent for Evaluation/Re-evaluation (permission to test - parent signatures with date) Retain ALL copies (Paper clip all together with most recent on top)
13. Referral for Evaluation (requires LEA signature)
14. At Risk documentation including attached data and interventions

### Eligibility/Green Folder: Staple medical documentation to inside left of folder

15. Current Eligibility (with team signatures)
  16. Protocols for current/or previous evaluation - evaluation summaries if applicable
- Other pertinent information relating to eligibility
17. Last/previous Eligibility signed by team

### Placement/Blue Folder:

18. Prior Written Notice and Consent for Initial Placement
19. Change of Placement (if applicable)
20. LRE forms (if applicable-signatures required)

### Purple Folder: Staple Medicaid consent to inside left of folder

21. Personal Care logs (teacher directed time, diapering, etc.)
22. Direct service logs (OT,PT, SLP, etc.)