NORTHLAND LEARNING CENTER COOPERATIVE

Due Process Checklist for Graduation

Please use this checklist to determine completion of due process for graduation.

☐ ***Notice of Team Meeting:*** A meeting must be held to inform parents the student has met their IEP goals, completed the necessary coursework/standards for graduation, and the team's proposal to discontinue special education due to graduation.

☐ ***Prior Written Notice:*** Parents must be notified of the district's intent to proceed with graduation and discontinue special education services unless the parent objects in writing within 14 calendar days.

☐ ***Progress Report:*** Document the IEP team's determination that the IEP goals have been achieved.

☐ ***Summary of Performance:*** Summarizes student performance on goals and the need for support in post-secondary environments.

☐ ***Inactivate File:*** Make the student's file inactive in SpEd Forms at the end of the school year.

☐ ***Notify MARSS Coordinator:*** Notify your district's MARSS Coordinator of the graduation of the student.

Updated and Revised February 18, 2026