NORTHLAND LEARNING CENTER COOPERATIVE

End of the Year Checklist for Due Process

Please use this checklist to ensure that students' green files are up to date.

- ☐ ***Progress Notes:*** All progress notes for the school year should be completed, finalized, and printed. Parents and guardians shall receive a copy and another copy goes in the green file.

- ☐ ***Due Process Paperwork:*** Make sure that all due process paperwork is finalized in SpEd Forms, printed, and correctly filed under the tabs in the green file.

- ☐ ***Green File Management:*** The last 3 years of records should be in the green file. Anything older than that should be removed and archived in a separate folder or file. Keep these records with the green file at all times.

- ☐ ***Communication Logs:*** Make sure the communication log is updated for the school year. Then print and put in the green file.

- ☐ ***Working File:*** Shred any testing protocols, interview forms, observations, etc. that are in the working file.

- ☐ ***Safely Secure Files:*** Talk with your building administrator to determine where green files should be stored for the summer.

- ☐ ***Graduating Seniors:*** Follow the *Due Process Checklist for Graduation* to ensure all paperwork is completed for graduation.

Updated and Revised February 18, 2026