

'22-'23 BESE-Authorized Charter Schools SPED File Review

School:		LDE Representative:	
Date:		School Representative:	

Student:	Date of Birth:	Exceptionality:		
Special Education Compliance	Acceptable Documentation (to be provided by the LEA)	Status at Review	Notes	Follow-up Required
Evaluation Date	Evaluation or waiver dated within 3 years. <i>If a signed waiver is present, the initial evaluation must be accompanying the waiver. If the student is new, attach the records request if the evaluation is not uploaded in SER.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Compliance with Evaluation	Student exceptionality on IEP aligns with evaluation. <i>For out of state evaluations, documentation that the school has conducted a formal Bulletin 1508 administrative review using the 1508 checklist is necessary.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Date	IEP is dated within one calendar year.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
IEP Signatures	IEP is signed by all required parties. <i>If any person on the IEP team is not present for the meeting, there is a Prior Written Notice excusal form on file.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Prior Written Notice</p>	<p>Prior Written Notice is completed, signed, and matches the IEP date. <i>If unable to reach parent for signature, three documented attempts must be listed on the Due Process form.</i></p>	<p><input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Service Minutes Provided</p>	<p>Evidence is present of service minutes provided in accordance with current IEP for current quarter/semester (or since IEP creation/date).</p>	<p><input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Progress Reports</p>	<p>Two most recent progress reports are present in the folder and signed by the service provider and/or special education teacher.</p>	<p><input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Contact Logs</p>	<p>Evidence of attempts to communicate with and/or families in the event of disengagement.</p>	<p><input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>