

On-Site Compliance Review: Student File Checklist

SCHOOL DISTRICT/AGENCY:

SCHOOL YEAR:

Date:

Student Name:

INDIVIDUAL STUDENT FILE REVIEW

<input checked="" type="checkbox"/>	Area	Notes
	Record of Access to Educational Records	
	Record of Parent Contact	
	Review of Existing Data	
	___ Initial Evaluation	
	___ Reevaluation	
	Parent Consent for Evaluation	
Evaluation and Reevaluation		
	MEEGS was completed within 45 school days from Parent Consent	
	MEEGS team signatures were incomplete	
	MEEGS components in noncompliance	
	- Components match disability category	
	- Parent consent obtained	
	- Component addressed on Parent Consent Form not completed	
	Reevaluations were completed after the three-year timeline	
	Reevaluations were not appropriately documented	
	Reevaluation team signatures were incomplete	
	Child count was not consistent with category	
Notification of Meeting		
	Missing	
	Did not adequately address the purpose of the meeting	
	Did not include the invitation of the student (if 16 and above)	
	Did not include the invitation of other agency representatives, if appropriate	

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Written Notice	
	Evaluation/Eligibility
	IEP/Annual Review
	Revocation of Consent, if applicable
IEP Components	
	Current IEP in effect
	IEP annual review within required timeline (1year) ___ Current IEP date: ___ Previous IEP date:
	Present Levels of Performance ___ Current assessment data ___ Objective statements
	Strengths and educational needs
	Consideration of special factors
	Parent concerns
IEP Components - Goals	
	Measurable annual goals
	Benchmarks or short term objectives, if applicable
	Measures for progress in annual goals
	Methods of informing parents of progress toward annual goals
	Frequency of reporting progress to parents
	Progress toward current annual goals
	Extent of progress towards previous annual goals
IEP Components - Services	
	Special Education Services
	Placement setting (LRE continuum)
	- Amount/time/frequency of services
	- Projected starting and expected duration dates
	- Position/person responsible

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	Related Services	
	- Amount/time/frequency of services	
	- Projected starting and expected duration dates	
	- Position/person responsible	
	Extent of nonparticipation in regular class	
IEP Components – Continuum of Placement		
	Amount of time outside regular classroom	
	Length of school day the same length as nondisabled	
	Regular PE, adapted PE, NA	
	Supplementary aids and services	
	Accommodations	
IEP Components - Secondary Transition		
	Student’s preferences and interests	
	Course of study	
	Post-secondary goals	
	Annual transition goals ___ Employment ___ Education ___ Independent living (if necessary)	
	Transition services and coordinated activities ___ Person(s) involved ___ Date of completion	
	Curriculum participation	
	Projected date of graduation	
	Information/linkage for vocational education	
	Referral to vocational rehabilitation counselor	
	Transfer of rights at age of majority	
	Other agency participation and linkages	

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IEP Components – Assessment	
	Participation in state/districtwide assessment
	State and districtwide assessment accommodations and modifications
	Participation in alternate assessment
IEP Components - Extended School Year (ESY) Services	
	Consideration of Extended School Year (ESY) services
	Services documented
	Type, time, frequency, and duration of services documented
	If team determines future meeting required, team met by that date
IEP Components – Documentation of LRE	
	Options considered and reasons not appropriate
	Normally attend/close to home
	Potential harmful effects
	Removal from regular education
IEP Signature Page	
	Team signatures
	- if team member not in attendance, parent consent was obtained
	If not in attendance, were the student’s preferences/interests considered
	Student participation for transition
	Documentation of parent participation
	Parent Information <input type="checkbox"/> Rights <input type="checkbox"/> Translation/interpretation <input type="checkbox"/> Parent Survey <input type="checkbox"/> LNH scholarship <input type="checkbox"/> OSD/OSB
	Parent consent for initial placement
	Surrogate parent provided, if necessary