Student: $\qquad$ Date of Meeting: $\qquad$
School: $\qquad$ Grade: $\qquad$ Case Manager: $\qquad$
Please organize your paperwork in this order.

## ANNUAL REVIEW:

$\qquad$ 1. Conference Summary (original)
$\qquad$ 2. Prior Written Notice
$\qquad$ 3. Copy of Meeting Letter with parent/student response signed or unsigned
$\qquad$ 4. Copy of the IEP (BIP, ESY Goals, if applicable)
$\qquad$ 5. IEP Signature page (original)
$\qquad$ 6. Progress reports, which report progress on all 4 quarters (will at minimum involve 2 IEPs)
$\qquad$ 7. Placement Notification Form (form updated on May 18, 2019)
$\qquad$ 8. Transportation form
$\qquad$ 9. COSF (for all students who entered the program ages 3-5 years, 5 months and turned 6 this school year-or will do so before July 1)
$\qquad$ 10. All documents with parent signature (FBA permission or outside agency permission, for example)
$\qquad$ 11. Department specific documents (change of placement request, copy of ESY review, High School Credential, Form B for alternate assessment, Forms A and B for oral admin of ELA portion of assessments)

## PAPERCLIP together \#s4-6

AMENDMENT WITH A MEETING:
$\qquad$ 1. Conference Summary (original)
$\qquad$ 2. Prior Written Notice
$\qquad$ 3. Copy of Meeting Letter with parent/student response signed
$\qquad$ 4. Amendment Cover Page (original with signatures)
$\qquad$ 5. Copy of the amended IEP (FBA or BIP if applicable) (with the Amended Date on IEP)
$\qquad$ 6. IEP Signature page (original no signatures)
$\qquad$ 7. Placement Notification Form (in all cases—form updated May 20, 2019)
$\qquad$ 8. Anything else the parent signs (i.e. Manifestation signature page(s), etc.)
\#4, \#5 and \#6 PAPERCLIP together
AMENDMENT WITHOUT A MEETING:
$\qquad$ 1. Amendment Cover page
$\qquad$ 2. Prior Written Notice
$\qquad$ 3. Copy of the amended IEP (with the Amended Date on IEP)

