



## Annual Learner File Cover for IEP Year \_\_\_\_\_ Official Learner File Copy

Due Process documentation should be organized in the student's Learner File by IEP year. Attach this cover page to the due process documentation to be filed to help organize the IEP year. File the documents in the student's learner file according to the suggested order below.

Student Name \_\_\_\_\_

### Primary Disability:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Autism              | <input type="checkbox"/> Deaf/Hard of Hearing    | <input type="checkbox"/> Physical Disability      |
| <input type="checkbox"/> Deaf/Blind          | <input type="checkbox"/> DCD                     | <input type="checkbox"/> Multiple Disabilities    |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> SLD                     | <input type="checkbox"/> Speech/Language Impaired |
| <input type="checkbox"/> E/BD                | <input type="checkbox"/> Other Health Disability |   |
| <input type="checkbox"/> TBI                 | <input type="checkbox"/> Visual Disability       |   |

### Plan Type:

- |                               |                              |                               |
|-------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> IFSP | <input type="checkbox"/> IEP | <input type="checkbox"/> IIIP |
|-------------------------------|------------------------------|-------------------------------|

### Learner Files are organized annually in the following sequence by the IEP Manager

1. Cover Page
  2. Learner Action Log for IEP year
  3. Progress Review Notes (1x a year)
  4. Notice of District's Proposed Action/Denial (signed copy)
  5. IEP/IFSP/IIIP
  6. Notice of Team Meeting
  7. *Evaluation Report\**
  8. *Notice of Eval./Re-eval. Plan (signed copy)\**
  9. *Referral Information/Screening (if new referral)\**
- \*If new referral or re-evaluation year*

### Additional miscellaneous forms that should be filed in learner file if generated in the plan year.

1. Consent to Release Private Data (signed copy)
2. Documentation of Significant Change
3. Behavior Intervention Plan
4. Extended School Year Service Documentation