



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: _____

- | | |
|---|---|
| 01 Speech/Language Impaired | 07 Specific learning disabilities |
| 02 Developmental Cognitive Disabilities:
Mild-Moderate | 08 Emotional/Behavioral Disorders (EBD) |
| 03 Developmental Cognitive Disabilities:
Severe-Profound | 09 Deaf – Blind |
| 04 Physically Impaired | 10 Other Health Disabilities |
| 05 Deaf– Hard of Hearing | 11 Autism Spectrum Disorder |
| 06 Visually Impaired | 12 Developmental Delay |
| | 14 Traumatic Brain Injury Disabled |
| | 16 Severely Multiply Impaired |

Plan Type:

IFSP

IEP

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
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- age3 and above*

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. Behavior Intervention Plan
3. Extended School Year Service Documentation