Minnesota Department of Education

District/Coop: _____

Review Name(s): _____

Student Name: _____

RECORD REVIEW CHECKLIST
Part B Record Review Standards

This Record Review Checklist is a guide for conducting record reviews and is meant to be advisory only and does not represent a written, official position of the Minnesota Department of Education (MDE). This checklist is not inclusive of the district's legal obligations. School districts and individuals are charged with notice of laws based upon publication, regardless of the content of this document.

Timelines

Directions: Use the following fields to assist in determining citations for the below:

Type of evaluation:	___ Initial	___ Reevaluation
Date of notice of evaluation:	/	/
Date parental consent for evaluation was received:	/	/
Date evaluation due:	/	/
Date of the evaluation report:	/	/
Number of days late (if applicable):		
Was the evaluation report completed in district?	___ Yes	____No
Date of previous evaluation report (if appropriate):	/	/
Date of first IEP addressing transition services (if appropriate):	/	/
Date transfer of rights discussed (if appropriate):	/	/
Type of plan:	___ Initial	___ Annual
Date of most recent IEP planning meeting:	/	/
Date of most recent prior written notice for IEP:	/	/
Proposed start date for services:	/	/
Date of previous IEP planning meeting:	/	/
Previously served under Part C?	____Yes	___ No
Date of transition conference (if transitioned from Part C):	/	/

Directions: For each area, review legal requirement and mark item if record is NOT in compliance, checking all that apply. Then select final compliance status for that area. If one or more legal requirements are checked as not in compliance, the final compliance status would be NOT In Compliance.

Evaluation Timelines

_____ The team shall conduct an evaluation for special education purposes within a reasonable time not to exceed 30 school days from the date the district receives parental permission to conduct the evaluation or the expiration of the 14-calendar day parental response time in cases other than initial evaluation, unless a conciliation conference or hearing is requested. Minn. R. 3525.2550, subp. 2
_____ Due date could not be determined. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District |
District Reviewer Comments:

Frequency of Reevaluation

_____ A district shall ensure that a reevaluation of each pupil is conducted...at least once every three years… Minn. R. 3525.2710, subp. 2
_____ A reevaluation of each child with a disability is conducted...if the public agency determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or if the child's parent or teacher requests a reevaluation. 34 C.F.R. § 300.303(a)
_____ Previous evaluation report not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Secondary Transition

_____ During grade 9, the plan must address the student's needs for transition from secondary services to postsecondary education and training, employment, community participation, recreation, and leisure and home living. Minn. Stat. § 125A.08
_____ First IEP addressing transition services not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Initial IEP Meeting

_____ A meeting to develop an IEP for a child is conducted within 30 days of a determination that the child needs special education and related services. 34 C.F.R. § 300.323(c)(1)
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Annual Review of IEP

_____ The IEP Team reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved; and revises the IEP, if appropriate. 34 C.F.R. § 300.324(b)(1)(i)(ii)
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Transfer of Rights

_____ Beginning not later than one year before the child reaches the age of majority under State law, the IEP must include a statement that the child has been informed of the child's rights under Part B of the Act, if any, that will transfer to the child on reaching the age of majority. 34 C.F.R. § 300.320(c)
_____ The public agency must provide any notice required by this part to both the child and the parents; and all rights accorded to the parents under Part B of the Act transfer to the child. 34 C.F.R. § 300.520(a)(1)
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Transition from Part C Services

_____ If a toddler with a disability may be eligible for preschool services under part B of the Act, the lead agency, with the approval of the family of the toddler, convenes a conference, among the lead agency, the family, and the LEA not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler's third birthday to discuss any services the toddler may receive under part B of the Act. . . . 34 C.F.R. § 303.209(c)(1)

_____ If the lead agency determines that a toddler with a disability is not potentially eligible for preschool services under part B of the Act, the lead agency, with the approval of the family of that toddler, makes reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive. 34 C.F.R. § 303.209(c)(2)
_ In Compliance _ NOT In Compliance | _ District _ Family _ Other District | _ N/A
District Reviewer Comments:

Notification

Directions: For each area, review legal requirement and mark item if record is NOT in compliance, checking all that apply. Then select final compliance status for that area. If one or more legal requirements are checked as not in compliance, the final compliance status would be NOT In Compliance.

Notice of Evaluation

_____ The notice must include a description of the action proposed or refused by the agency. 34 C.F.R. § 300.503(b)(1)
_____ The notice must include an explanation of why the agency proposes or refuses to take the action. 34 C.F.R. § 300.503(b)(2)
_____ The notice must include a description of other options that the IEP Team considered and reasons why those options were rejected. 34 C.F.R. § 300.503(b)(6)
_____ The notice must include a description of each evaluation procedure, assessment, record, or report the agency used as a basis for the proposed or refused action. 34 C.F.R. § 300.503(b)(3)
_____ The notice must include a description of other factors that are relevant to the agency's proposal or refusal. 34 C.F.R. § 300.503(b)(7)
_____ The notice must include a statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained. 34 C.F.R. § 300.503(b)(4)
_____ The notice must include sources for parents to contact to obtain assistance in understanding the provisions of this part. 34 C.F.R. § 300.503(b)(5)
_____ The notice must be written in language understandable to the general public. 34 C.F.R. § 300.503(c)(1)(i)
_____ The notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. 34 C.F.R. § 300.503(c)(1)(ii)

_____ The notice must inform the parents that the school district will not proceed with the initial placement and provision of services...without prior written consent of the pupil's parents. Minn. R. 3525.3600 (A)
_____ [The notice] shall inform the parent that except for the initial placement of a child in special education, the school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection within 14 days of when the district sends the prior written notice to the parent. . . . Minn. Stat. § 125A.091, Subd. 3a(1)
_____ The notice must inform the parents that if they refuse to provide prior written consent for initial evaluation or initial placement or object in writing to any proposal, or if the district refuses to initiate or change the identification, evaluation, or educational placement or the provision of a free appropriate public education to the pupil, the parent may request a conciliation conference. Minn. R. 3525.3600 (C)
_____ Notice of evaluation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Parental Consent for Evaluation

_____ The public agency proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability … must, after providing consistent notice…, obtain informed consent, … from the parent of the child before conducting the evaluation. 34 C.F.R. § 300.300(a)(1)(i)
_____ The team shall conduct an evaluation for special education purposes within a reasonable time not to exceed 30 school days from the date the district receives parental permission to conduct the evaluation or the expiration of the 14-calendar day parental response time in cases other than initial evaluation, unless a conciliation conference or hearing is requested. Minn. R. 3525.2550, subp. 2
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Ensuring Parental Attendance at Meetings

_____ Each public agency must take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate, including notifying parents of the meeting early enough to ensure that they will have the opportunity to attend. 34 C.F.R. § 300.322(a)(1)
_____ Each public agency must take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate,

including scheduling the meeting at a mutually agreed on time and place. 34 C.F.R. § 300.322(a)(2)
_____The public agency must take whatever action is necessary to ensure that the parent understands the proceedings of the IEP Team meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English. 34 C.F.R. § 300.322(e)
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Contents of Prior Written Notice for IEP/IIIP

_____ The notice must include a description of the action proposed or refused by the agency. 34 C.F.R. § 300.503(b)(1)
_____ The notice must include an explanation of why the agency proposes or refuses to take the action. 34 C.F.R. § 300.503(b)(2)
_____ The notice must include a description of other options that the IEP Team considered and reasons why those options were rejected. 34 C.F.R. § 300.503(b)(6)
_____ The notice must include a description of each evaluation procedure, assessment, record, or report the agency used as a basis for the proposed or refused action. 34 C.F.R. § 300.503(b)(3)
_____ The notice must include a description of other factors that are relevant to the agency's proposal or refusal. 34 C.F.R. § 300.503(b)(7)
_____ The notice must include sources for parents to contact to obtain assistance in understanding the provisions of this part. 34 C.F.R. § 300.503(b)(5)
_____ The notice must be written in language understandable to the general public. 34 C.F.R. § 300.503(c)(1)(i)
_____ The notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. 34 C.F.R. § 300.503(c)(1)(ii)
_____ The notice must include a statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained. 34 C.F.R. § 300.503(b)(4)
_____The notice must inform the parents that the school district will not proceed with the initial placement and provision of services... without prior written consent of the pupil's parents. Minn. R. 3525.3600 (A)
_____ [The notice] shall inform the parent that except for the initial placement of a child in special education, the school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection

within 14 days of when the district sends the prior written notice to the parent. . . . Minn. Stat. § 125A.091, Subd. 3a(1)
_____ The notice must inform the parents that if they refuse to provide prior written consent for initial evaluation or initial placement or object in writing to any proposal, or if the district refuses to initiate or change the identification, evaluation, or educational placement or the provision of a free appropriate public education to the pupil, the parent may request a conciliation conference. Minn. R. 3525.3600 (C)
_____ Documentation not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Notice of IEP Meetings and Subject Matter For IEP/IIIP

_____ The notice must indicate the purpose, time, and location of the meeting and who will be in attendance. 34 C.F.R. § 300.322(b)(1)(i)
_____ Notice of team meeting not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Parental Consent for IEP

_____ A public agency that is responsible for making FAPE available to a child with a disability must obtain informed consent from the parent of the child before the initial provision of special education and related services to the child. 34 C.F.R. § 300.300(b)(1)
_____ [T]he school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection within 14 days of when the district sends the prior written notice to the parent. . . .Minn. Stat.§ 125A.091, Subd. 3a(1)
_____ Documentation of consent not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |
District Reviewer Comments:

Evaluation

Directions: For each area, review legal requirement and mark item if record is NOT in compliance, checking all that apply. Then select final compliance status for that area. If one or more legal requirements are checked as not in compliance, the final compliance status would be NOT In Compliance.

Evaluation Materials and Procedures

_____ As part of an initial evaluation (if appropriate) and as part of any reevaluation, the IEP Team and other qualified professionals, as appropriate, must review existing evaluation data on the child, including information provided by the parents of the child.	34 C.F.R. § 300.305(a)(1)
_____ A variety of assessment tools and strategies are used to gather relevant functional, developmental, and academic information about the child, including information provided by the parent.	34 C.F.R. § 300.304(b)(1)
_____ Assessments and other evaluation materials used to assess a child are selected and administered as not to be discriminatory on a racial or cultural basis.	34 C.F.R. § 300.304(c)(1)(i)
_____ Assessments and other evaluation materials used to assess a child are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to provide or administer.	34 C.F.R. § 300.304(c)(1)(ii)
_____ Assessments and other evaluation materials used to assess a child are used for the purposes for which the assessments or measures are valid and reliable.	34 C.F.R. § 300.304(c)(1)(iii)
_____ Assessments and other evaluation materials used to assess a child are administered by trained and knowledgeable personnel.	34 C.F.R. § 300.304(c)(1)(iv)
_____ The evaluation is sufficiently comprehensive to identify all of the child's special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.	34 C.F.R. § 300.304(c)(6)
_____ Evaluation report not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District |	
District Reviewer Comments:	

Evaluation Report

_____ As part of an initial evaluation (if appropriate) and as part of any reevaluation, the IEP Team and other qualified professionals, as appropriate, must review existing evaluation data on the child including-- Evaluations and information provided by the parents of the child.	34 C.F.R. § 300.305(a)(1)(i)
_____ An evaluation report must include: a summary of all evaluation results.	Minn. R. 3525.2710, subp. 6(A)

_____ An evaluation report must include: the pupil's present levels of performance and educational needs that derive from the disability.	Minn. R. 3525.2710, subp. 6(C)
_____ An evaluation report must include: documentation of whether the pupil has a particular category of disability or, in the case of a reevaluation, whether the pupil continues to have such a disability.	Minn. R. 3525.2710, subp. 6(B)
_____ An evaluation report must include: whether the child needs special education and related services or, in the case of a reevaluation, whether the pupil continues to need special education and related services; and	Minn. R. 3525.2710, subp. 6(D)
_____ An evaluation report must include: whether any additions or modifications to the special education and related services are needed to enable the pupil to meet the measurable annual goals set out in the pupil's IEP and to participate, as appropriate, in the general curriculum.	Minn. R. 3525.2710, subp. 6(E)
_____ Evaluation report not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _Other District |	
District Reviewer Comments:	

Determining a Child is Not a Child with a Disability – Graduation and Aging Out

_____ For a child whose eligibility terminates due to graduation from secondary school with a regular diploma, a public agency must provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.	34 C.F.R. § 300.305(e)(3)
_____ For a child whose eligibility terminates due to exceeding the age eligibility for FAPE under State law, a public agency must provide the child with a summary of the child's academic achievement and functional performance, which shall include recommendations on how to assist the child in meeting the child's postsecondary goals.	34 C.F.R. § 300.305(e)(3)
_____ Summary of performance not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District □ Other District | __N/A	
District Reviewer Comments:	

SLD Written Report- Required Content

_____ For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must include an observation of the child in the child's learning environment, including the regular classroom setting, that documents the child's academic performance and behavior in the areas of difficulty.	Minn. R. 3525.1341, subp. 3(A)

_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of whether the child has a specific learning disability. 34 C.F.R. § 300.311(a)(1)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of the basis for making the determination including that the child has a disorder, across multiple settings, that impacts one or more of the basic psychological processes...documented by information from a variety of sources. Minn. R. 3525.1341, subp. 3(C)(1)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of the basis for making the determination including that the child's underachievement is not primarily the result of visual, hearing, or motor impairment; developmental cognitive disabilities; emotional or behavioral disorders; environmental, cultural, or economic influences; limited English proficiency; or lack of appropriate instruction in reading or math. Minn. R. 3525.1341, subp. 3(C)(2)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of the educationally relevant medical findings, if any. 34 C.F.R. § 300.311(a)(4)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of whether the child does not achieve adequately for the child's age or to meet State-approved grade-level standards. (Criteria A) 34 C.F.R. § 300.311(a)(5)(i)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of whether the child does not make sufficient progress to meet age or State-approved grade-level standards. (Criteria A1) OR 34 C.F.R. § 300.311(a)(5)(ii)(A)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must contain a statement of whether the child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, State-approved grade level standards or intellectual development. (Criteria A2) 34 C.F.R. § 300.311(a)(5)(ii)(B)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must demonstrate the child has a disorder in one or more of the basic psychological processes which includes an information processing condition that is manifested in a variety of settings. (Criteria B) Minn. R. 3525.1341, subp. 2(B)
_____	For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must demonstrates a severe discrepancy between general intellectual ability and achievement in one or more areas. (Criteria C) OR Minn. R. 3525.1341, subp. 2(C)

_____ For a child suspected of having a specific learning disability, the documentation of the determination of eligibility, ... must demonstrate an inadequate rate of progress…measured over time through progress monitoring while using intensive SRBI. A minimum of 12 data points are required from a consistent intervention implemented over at least seven school weeks. (Criteria D) Minn. R. 3525.1341, subp. 2(D)
_____ For a child suspected of having a specific learning disability the documentation of the determination of eligibility, ... must contain a statement of if the child has participated in a process that assesses the child's response to scientific, research-based intervention (SRBI) and the instructional strategies used and the student-centered data collected. 34 C.F.R. § 300.311(a)(7)(i)
_____ When using SRBI, the documentation that the child's parents were notified about the State's policies regarding the amount and nature of student performance data that would be collected and the general education services that would be provided, strategies for increasing the child's rate of learning, the parent's right to request an evaluation. 34 C.F.R. § 300.311(a)(7)(ii)(A-C)
_____ Each group member must certify in writing whether the report reflects the member's conclusion. 34 C.F.R. § 300.311(b)
_____ If it does not reflect the member's conclusion, the group member must submit a separate statement presenting the member's conclusions. 34 C.F.R. § 300.311(b)
_____ Evaluation report not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District | _ N/A
District Reviewer Comments:

Functional Behavioral Assessment (FBA)

_____ The FBA includes a description of problem behaviors. Minn. R. 3525.0210, subp. 22
_____ The FBA includes the identification of events, times, and situations that predict the occurrence and nonoccurrence of the behavior. Minn. R. 3525.0210, subp. 22
_____ The FBA also identifies the antecedents, consequences, and reinforcers that maintain the behavior, Minn. R. 3525.0210, subp. 22
_____ The FBA identifies the possible functions of the behavior. Minn. R. 3525.0210, subp. 22
_____ The FBA identifies possible positive alternative behaviors. Minn. R. 3525.0210, subp. 22
_____ An FBA includes a variety of data collection methods and sources that facilitate the development of hypotheses and summary statements regarding behavioral patterns. Minn. R. 3525.0210, subp. 22
_____ FBA not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District | _ N/A

District Reviewer Comments:

Team Override Documentation

_____ The pupil's record must contain documents that explain why the standards and procedures used with the majority of pupils resulted in invalid findings for this pupil.	Minn. R. 3525.1354, subp. 1(A)
_____ The record must indicate what objective data were used to conclude that the pupil has a disability and is in need of special instruction and related services. These data include, for example, test scores, work products, self-reports, teacher comments, medical data, previous testings, observational data, ecological assessments, and other developmental data.	Minn. R. 3525.1354, subp. 1(B)
_____ Because the eligibility decision is based on a synthesis of multiple data and not all data are equally valid, the team must indicate which data had the greatest relative importance for the eligibility decision.	Minn. R. 3525.1354, subp. 1(C)
_____ The team override decision must be signed by the team members agreeing to the override decision.	Minn. R. 3525.1354, subp. 1(D)
_____ For those team members who disagree with the override decision, a statement of why they disagree and their signature must be included.	Minn. R. 3525.1354, subp. 1(D)
_____ Team override documentation in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District | _ N/A	
District Reviewer Comments:	

Exit Procedures

_____ A public agency must evaluate a child with a disability before determining that the child is no longer a child with a disability.	34 C.F.R. § 300.305(e)(1)
_____ Evaluation report not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Other District | _ N/A	
District Reviewer Comments:	

Eligibility

Directions: After completing an eligibility checklist for each area evaluated, complete the non-shaded areas below.

Check Each Area Considered	Evaluation /IEP Team Found Student Eligible in This Area: Indicate Yes/No	Disability Category	Documentation in Evaluation Report Supports Team Decision: Yes/No	District Comments
		Autism Spectrum Disorders		
		Blind or Visually Impaired		
		Deaf/Blind		
		Deaf/Heard of Hearing		
		Developmental Adapted Physical Education (DAPE)		
		Developmental Cognitive Disability		
		Developmental Delay (3-6)		
		Emotional or Behavior Disorders		
		Other Health Disabilities		
		Physical Impairment		
		Severely Multiply Impaired		
		Specific Learning Disability		
		Speech or Language Impairment		
		Traumatic Brain Injury		

IEP/IIIP Standards

Directions: For each area, review legal requirement and mark item if record is NOT in compliance, checking all that apply. Then select final compliance status for that area. If one or more legal requirements are checked as not in compliance, the final compliance status would be NOT In Compliance.

Team Members

_____	The IEP Team for each child with a disability includes the parents of the child. 34 C.F.R. § 300.321(a)(1)
_____	The IEP Team for each child with a disability includes not less than one regular education teacher of the child (if the child is, or may be, participating in the regular education environment). 34 C.F.R. § 300.321(a)(2)
_____	The team member licensed in a pupil's disability shall be responsible for conducting the pupil's evaluation and participating at team meetings when an IEP is developed, reviewed, or revised. Minn. R. 3525.2350, subp. 3
_____	The IEP Team for each child with a disability includes not less than one special education teacher of the child, or where appropriate, not less than one special education provider of the child. 34 C.F.R. § 300.321(a)(3)
_____	A child with a disability must be invited to attend the IEP Team meeting if a purpose of the meeting will be the consideration of the postsecondary goals for the child and the transition services needed to assist the child in reaching those goals. 34 C.F.R. § 300.321(b)(1)
_____	To the extent appropriate, with the consent of the parents or a child who has reached the age of majority, a representative of any participating agency that is likely to be responsible for providing or paying the transition services must be invited to attend the meeting. 34 C.F.R. § 300.321(b)(3)
_____	The IEP Team for each child with a disability includes a representative of the public agency who is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; is knowledgeable about the general education curriculum; and is knowledgeable about the availability of resources of the public agency. 34 C.F.R. § 300.321(a)(4)
_____	A representative of the private school or facility attends the meeting and if the representative cannot attend, other methods are used to ensure participation by the private school or facility, including individual or conference telephone calls. 34 C.F.R. § 300.325(a)(2)
_____	If the team determines that it may be appropriate to consider placement options outside of the resident district, representatives from the outside district, agency, or academy must be invited to attend a team meeting as a participant to complete an appropriate IEP for the pupil including the needs, goals, objectives, services, and placement of the pupil. Minn. R. 3525.0800, subp. 3
_____	In the case of a child who was previously served under Part C, an invitation to the initial IEP Team meeting must, at the request of the parent, be sent to the Part C service coordinator or other representatives of the Part C system to assist with smooth transition of services. 34 C.F.R. § 300.321(f)
_____	Documentation not in the file. *See* 34 C.F.R. § 76.731

_ In Compliance _ NOT In Compliance
District Reviewer Comments:

Excused Absence from Team Meeting by Individual Member

_____ A required member of the IEP Team is not required to attend an IEP Team Meeting, in whole or in part, if the parent of a child with a disability and the public agency agree, in writing, that the attendance of that member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting.	34 C.F.R. § 300.321(e)(1)
_____ A member of the IEP Team …, may be excused from attending the IEP Team Meeting…if the parent, in writing, and the public agency consent to the excusal, and if the member submits, in writing, to the parent and the IEP Team, input into the development of the IEP prior to the meeting.	34 C.F.R. § 300.321(e)(2)
_____ Documentation not in the file.	*See* 34 C.F.R. § 76.731

_ In Compliance _ NOT In Compliance | _ Not Applicable
District Reviewer Comments:

Present Levels of Academic Achievement and Functional Performance (PLP)

_____ The IEP includes a statement of the child's present levels of academic achievement and functional performance, including how the child's disability affects the child's involvement and progress in the general education curriculum (i.e. the same curriculum as for nondisabled children); or for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities.	34 C.F.R. § 300.320(a)(1)
_____ IEP not in the file.	*See* 34 C.F.R. § 76.731

_In Compliance _ NOT In Compliance
District Reviewer Comments:

Short and Long Term Goals and Objectives

_____ The IEP includes a statement of measureable annual goals, including academic and functional goals.	34 C.F.R. § 300.320(a)(2)(i)
_____ A statement of measurable annual goals, including academic and functional goals designed to-- Meet the child's needs that result from the child's disability to enable the child to be involved in and make progress in the general education curriculum.	34 C.F.R. § 300.320(a)(2)(i)(A)
_____ The IEP includes a statement of measurable annual goals, including academic and functional goals designed to-- Meet each of the child's other education needs that result from the child's disability.	34 C.F.R. § 300.320(a)(2)(i)(B)

_____ The IEP includes a statement of measureable annual goals, including benchmarks and short-term objectives….. Minn. R. 3525.2810, subp. 1 (A)(2)
_____ IEP not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance
District Reviewer Comments:

Least Restrictive Environment

_____ The IEP includes an explanation to the extent, if any, to which the child will not participate with nondisabled children in the regular class and in extracurricular and nonacademic activities. 34 C.F.R. § 300.320(a)(5)
_____ IEP not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance
District Reviewer Comments:

Special Education and Related Services

_____ The IEP includes a statement of special education and related services…based on the peer-reviewed research to the extent practicable, to be provided to the child, or on behalf of the child, … 34 C.F.R. § 300.320(a)(4)
_____ The IEP includes a statement of… supplementary aids and services based on the peer- reviewed research to the extent practicable, to be provided to the child, or on behalf of the child, … 34 C.F.R. § 300.320(a)(4)
_____ The IEP includes a statement of…the program modifications or supports for school personnel. 34 C.F.R. § 300.320(a)(4)
_____ The IEP includes a statement of the pupil's need for and the specific responsibilities of a paraprofessional. Minn. R. 3525.2810, subp. 1(A)(10)
_____ The IEP Team must consider whether the child needs assistive technology devices and services. 34 C.F.R. § 300.324(a)(2)(v)
_____ The objective of any behavioral intervention must be that pupils acquire appropriate behaviors and skills. It is critical that behavioral intervention programs focus on skills acquisition rather than merely behavior reduction or elimination. Minn. R. 3525.0850
_____ IEP not in the file. *See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance

District Reviewer Comments:

When IEP Must Be In Effect

_____ The IEP includes the projected date for the beginning of the services and modifications.	34 C.F.R. § 300.320(a)(7)
_____ The IEP includes the anticipated frequency, location, and duration of those services and modifications.	34 C.F.R. § 300.320(a)(7)
_____ IEP not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance	
District Reviewer Comments:	

Review and Revision of IEP (ESY)

_____ The IEP team must determine a pupil is in need of ESY services if there will be significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate.	Minn. R. 3525.0755, subp. 3(A)
_____ The IEP team must determine a pupil is in need of ESY services if services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development, and the timeliness for teaching the skill.	Minn. R. 3525.0755, subp. 3(B)
_____ The IEP team must determine, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free appropriate public education.	Minn. R. 3525.0755, subp. 3(C)
_____ IEP not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ Not Applicable	
District Reviewer Comments:	

Progress Reporting

_____ The IEP includes a description of how the child's progress toward meeting the annual goals will be measured.	34 C.F.R. § 300.320(a)(3)(i)
_____ The IEP includes a statement of when periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided.	34 C.F.R. § 300.320(a)(3)(ii)

_____ The IEP includes a statement of how the pupil's parents will be regularly informed by such means as periodic report cards, at least as often as parents are informed of their nondisabled student's progress;	Minn. R. 3525.2810, subp. 1(A)(9)
_____ The extent to which progress is sufficient to enable the pupil to achieve the goals by the end of the year is reported.	Minn. R. 3525.2810, subp. 1(A)(9)
_____ Pupil's progress towards the annual goals is reported.	Minn. R. 3525.2810, subp. 1(A)(9)
_____ IEP not in the file.	See 34 C.F.R. § 76.731
_____ Documentation of progress reporting as required by the IEP not in the file.	See 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _ Unknown	
District Reviewer Comments:	

Secondary Transition

_____ There is evidence that the measurable postsecondary goal were based on age-appropriate transition assessment.	34 C.F.R. § 300.320(b)(1)
_____ There must be appropriate measurable postsecondary goal that cover education or training, employment, and, where appropriate, independent living skills.	34 C.F.R. § 300.320(b)(1)
_____ Transition services include courses of study that focus on improving the academic and functional achievement of the child to facilitate their movement from school to post-school.	34 C.F.R. § 300.320(b)(2)
_____ There is/are annual IEP goal that will reasonably enable the child to meet the postsecondary goal.	34 C.F.R. § 300.320(a)(2)
_____ Transition services in the IEP that focus on improving the academic and functional achievement of the child to facilitate their movement from school to post-school.	34 C.F.R. § 300.43(a)(1)
_____ Evaluation report not in the file.	See 34 C.F.R. § 76.731
_____ IEP not in the file.	See 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family _Unknown | ___ N/A	
District Reviewer Comments:	

Failure to Provide Transition Services

_____ If a participating agency, other than the public agency, fails to provide the transition services described in the IEP ..., the public agency must reconvene the IEP Team to identify alternative strategies to meet the transition objectives for the child set out in the IEP.	34 CFR § 300.324(c)(1)
_ In Compliance _ NOT In Compliance | _ District _ Family _Unknown | ___ N/A	

District Reviewer Comments:

Modification of Assessment

_____ The IEP includes a statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the child on State and district-wide assessment of student achievement.	34 C.F.R. § 300.320(a)(6)(i)
_____ If the IEP Team determines that the child must take an alternative assessment instead of a particular State or district-wide assessment of student achievement, a statement of why the child cannot participate in the regular assessment; and the particular assessment selected is appropriate for the child.	34 C.F.R. § 300.320(a)(6)(ii)
_____ IEP not in the file.	See 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family __Unknown | ___ N/A	
District Reviewer Comments:	

Review and Revision of IEP for Students in Public School

_____ The IEP Team revises the IEP, as appropriate, to address any lack of expected progress toward the annual goals and in the general education curriculum, if appropriate.	34 C.F.R. § 300.324(b)(1)(ii)(A)
_____ The IEP Team revises the IEP, as appropriate, to address the results of any reevaluation conducted.	34 C.F.R. § 300.324(b)(1)(ii)(B)
_____ The IEP Team revises the IEP, as appropriate, to address information about the child provided to, or by, the parents.	34 C.F.R. § 300.324(b)(1)(ii)(C)
_____ The IEP Team revises the IEP, as appropriate, to address the child's anticipated needs; or other matters.	34 C.F.R. § 300.324(b)(1)(ii)(D).; 34 C.F.R. § 300.324(b)(1)(ii)(E)
_____ IEP not in the file.	See 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family __Unknown | ___ N/A	
District Reviewer Comments:	

Transfer Students

_____ If a child with a disability (who had an IEP that was in effect in a previous public agency in the same State) transfers to a new public agency in the same State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency either adopts the IEP from the previous public agency; or develops, adopts, and implements a new IEP.	34 C.F.R. § 300.323(e)

_____ If a child with a disability (who had an IEP that was in effect in a previous public agency in another State) transfers to a new public agency in a new State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide the child with FAPE (including services comparable to those described in the child's IEP from the previous public agency) and conducts an evaluation if determined to be necessary by the new public agency.	34 C.F.R. § 300.323(f)(1)
_____ The new public agency develops, adopts, and implements a new IEP, if appropriate, that meets the applicable requirements.	34 C.F.R. § 300.323(f)(2)
_____ Documentation not in the file.	*See* 34 C.F.R. § 76.731
_ In Compliance _ NOT In Compliance | _ District _ Family __Unknown | ___ N/A	
District Reviewer Comments:	