

Minimum Contents of Files for On-site UPIPS Review

Items	Notes (if any)
Record of Access	
Student Demographics	Name, school, grade, date of birth, disability category
Documentation of At Risk Interventions (prereferral/regular ed. interventions) and referral form	
Documentation of student's English proficiency, if primary home language is other than English	IPT scores; UALPA scores; other LEP summary form.
Consent to Evaluate	For initial testing, and if additional areas are to be assessed later.
Review of Existing Data	At least every 3 years; more often if requested or appropriate.
Notice of Meetings	For evaluation/re-evaluation, eligibility determination, IEP review, transition, placement, other.
Written Prior Notice (Actions proposed are usually embedded in relevant documents.)	When actions are proposed or refused on evaluation/re-evaluation, eligibility determination, IEP development, (includes transition at 16 and up), placement.
Evaluation Team Summary Report/Eligibility Report (the two most recent)	Some eligibility forms include the evaluation summary. Otherwise, summary should be attached.
Copies to Parents	Document parents received copy of Evaluation Summary Report and Eligibility Report.
Evaluation tools used to determine the relevant disability category.	May be attached to the Eligibility Report if there no evaluation summary is in file.
IEPs (the two most recent)	Include transition planning form, if appropriate.
Copies to Parents	Document parents received copy of IEP.
Behavior Intervention Plan (if appropriate)	
Initial Consent for Placement	Keep in file as long as student is under an IEP.
Procedural Safeguards	Documentation that parent has received a copy when student is referred for evaluation and annually at IEP meeting.

****All documents older than those listed above must be maintained somewhere in the LEA. Be sure to indicate in the current file where such records are stored.**