Eligibility Folder Requirements

1. _Confidentiality Record Sheet_ (inside left front cover of all eligibility folders)

2. _The following items should be at the front (or on left side under the Confidentiality Record Sheet) of the most current eligibility folder and tabbed:_
   - ✓ Copy of the Home Language Survey (**T**) (copy of initial form completed upon enrollment at district)
   - ✓ Procedural Safeguards Log (**T** only the most current)
   - ✓ ARD Guide Receipt (**T**--Include documentation of provision of 2009 Addendum if applicable)
   - ✓ Annual FERPA Receipt (**T** only the most recent)
   - ✓ IEP Receipt Record (**T** only the most recent)-IEPs should be provided at the beginning of the school year and after the most recent Annual ARD.
   - ✓ Current DAILY class schedule of student (**T**) **School year:** 2020-2021

3. _The following items should be filed according to date, with the most recent filed on top:_
   - ✓ Completed referral/re-evaluation information (including student work samples & RtI documents)
   - ✓ Notice of Full Individual Evaluation or Notice of Refusal (**T** most recent)
   - ✓ Consent for Full Individual Evaluation (**T** most recent)
   - ✓ Notice of Psychological Evaluation, if needed (**T**)
   - ✓ Consent for Psychological Evaluation, if needed (**T**)
   - ✓ Full Individual Evaluation Report (**T** most recent)
   - ✓ Disability Report(s) (**T** each current disability report)
   - ✓ Vocational Assessment, if applicable (**T**)
   - ✓ Self-Help Employability Skills Profile (**T**)
   - ✓ Notice of ARD meeting (**T** most recent Annual ARD Notice)
   - ✓ ARD Committee Report/IEP, including Related Services (**T** most recent Annual ARD)—include Behavior Plan, Graduation Plan, Transition Supplement, Disability-Specific Supplements, if appropriate
   - ✓ Consent for Initial Placement (**T** original consent form from the initial placement ARD)
   - ✓ Prior Written Notice (**T** most recent)
   - ✓ ESY Supplement (as needed)
   - ✓ Other pertinent information—Medical Reports for information purposes only, Occupational Therapy Contact Sheets, Physical Therapy Contact Sheets, etc…

T = Tab