

Student Working Folder Requirements

Working Folder should be kept **LOCKED** at all times as it contains **CONFIDENTIAL** information.

1. **Confidentiality Record Sheet** (stapled to inside left front cover of all working folders)
2. *The following items should be in the most current working folder:*
 - ✓ **Current DAILY Class Schedule** of student
 - ✓ **IEP Receipt Record** – copies of IEPs, schedule pages, and BIPs (if applicable) should be provided to all appropriate gen ed teachers **PRIOR** to the 1st day of school and **AFTER** the most recent Annual ARD. Coaches, counselors, and administrators receive copies of BIPs and behavioral/social skills goals.
 - ✓ **Brigance Record Book** – copies of results on Brigance summary sheet
 - ✓ **IEP Progress Reports/Statements** – copies for each reporting period
 - ✓ **Gen ed report cards** – copies for each reporting period
 - ✓ **State assessment results** – copies of most recent state assessment reports
 - ✓ **IEP Meeting documents** (most current Annual ARD, including any subsequent Briefs, Amends, and FIE documents; **filed according to date, with the most recent filed on top**)
 - ✓ **Other pertinent information**—for informational purposes: Occupational Therapy Contact Sheets, Physical Therapy Contact Sheets, etc...