Where applicable, the following information will be reviewed as part of an IDEA desk audit and an on-site monitoring review. The local education agency should use the list below to ensure the appropriate information is available as part of the student file. Please note the LDOE reserves the right to request additional documentation to ensure compliance.

		YES	NO	N/A	Comments
1.	Current Individualized Education Program (IEP) - **first and last signature pages only**	O	O	O	
2.	Initial Evaluation and/or Reevaluation (If an evaluation wavier was completed for the student, include the most current complete evaluation with the waiver).	O	O	O	
3.	Transition Agency Invitation Letters and Transition Assessment Results	O	O	O	
4.	Parental Contact Logs and Notification Letters	O	O	O	
5.	IEP Participant Excusal Form (if applicable)	O	O	O	
6.	Progress Reports (IEP and Other)	O	O	O	
7.	Report Cards	O	O	O	
8.	Evidence of Services (sampling of the measurement of student progress in educational need areas identified in the IEP – monthly progress notes, academic progress updates, and/or other relevant information).	O	O	O	
9.	Discipline Reports	O	O	O	
10.	Functional Behavioral Assessment (FBA)	O	O	O	
11.	Behavior Intervention Plan (BIP)	O	O	O	
12.	Manifestation Determination Review and Results of disciplinary hearing indicating number of days assigned to discipline center with start/end dates	O	O	O	
13.	Extended School Year Program (ESYP) Eligibility Determination Letter	O	O	O	
14.	Documentation used to determine if the student met the eligibility criteria for an alternative pathway to promotion or graduation per Act 833 (2014).	O	O	O	
15.	Goals and objectives for specific courses (high school) or content areas (K-8) where individual performance criteria for an alternate pathway to promotion or graduation are applied.	O	O	O	