

## File Review Information

Download file review checklist from: <http://www.nde.state.ne.us/sped/file%20review.doc>

Points to be aware of:

- Keep your files organized. It is best when a district has one way to organize files so when the student moves between buildings, forms are easily located.
- Keep only pertinent information in the student's Special Education File. (e.g. Required regulation forms)
- When calling parents, keep a log of those phone calls in the file. This is important when documentation is necessary. (e.g. When reasonable measures were taken to obtain consent for reevaluation, but parent has failed to respond. Rule 51, 009.05D. Reevaluation can be done without consent in this situation. Document all the phone attempts, attempts for sending letters/certified letters, etc)
- Do not use NA or Not Applicable when filling out SRS.  
Do use: Considered, but not necessary; Considered, but not relevant; Information reviewed, but not relevant.
- Remember, if your student has moved in from another state, a new MDT must be done in order to determine if the student continues to qualify according to Nebraska guidelines.
- If participants are not in attendance, do not type their names in on the signature page. (old form) The new form has helped with this problem.
- School district representative must meet the following criteria: qualified to supervise special education, knowledgeable about the general education curriculum, and is knowledgeable about the district resources. Rule 51, 007.03A4
- If you have invited someone to the meeting (name on the notice) must have that name, or substitute for that name, on the signature page of IEP...stating if absent or not. Same is true if name is on IEP, need to be written on Notice.
- SRS Notice of IEP meeting must include time, date, and location. Location must include the room in the building, NOT just name of building.
- If IEP is going to include scores from recent testing on page 2, it is necessary to also include explanation of such scores.