



District/Co-op: _____
Reviewer Name(s): _____

Student Name: _____

RECORD REVIEW CHECKLIST

Part B Record Review Standards

This Record Review Checklist is a guide for conducting record reviews and is meant to be advisory only and does not represent a written, official position of the Minnesota Department of Education (MDE). This checklist is not inclusive of the district's legal obligations. School districts and individuals are charged with notice of laws based upon publication, regardless of the content of this document.

Timelines

Use the following fields to assist in determining citations for the actions listed below:

Type of ER?	<input type="checkbox"/> Initial	<input type="checkbox"/> Reeval
Was ER Completed in District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Permission Received:	/	/
Date Evaluation Due:	/	/
Date of ER:	/	/
Number of Days Late (if applicable):		
Date of Previous Evaluation (if appropriate):	/	/
Date of Secondary Transition Evaluation (if appropriate):	/	/
Date of First IEP addressing Transition Services (if appropriate):	/	/
Date Transfer of Rights Discussed (if appropriate):	/	/
Plan Type:	<input type="checkbox"/> IFSP	<input type="checkbox"/> IIP <input type="checkbox"/> IEP
Type of Plan:	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual
Date of Planning Meeting:	/	/
Date of Previous Planning Meeting:	/	/

Directions: For each area, review legal requirement and mark item if record is NOT in compliance, checking all that apply. Then select final compliance status for that area. If one or more legal requirements are checked as not in compliance, the final compliance status would be NOT In Compliance.

Evaluation Timelines

The team shall conduct an evaluation for special education purposes within a reasonable time not to exceed 30 school days from the date the district receives parental permission to conduct the evaluation or the expiration of the 14-calendar day parental response time in cases other than initial evaluation, unless a conciliation conference or hearing is requested.

Minn. R. 3525.2550, subp. 2

In Compliance NOT In Compliance District Family Unknown Due Date Not Reported

District Reviewer Comments:

Frequency of Reevaluation

A district shall ensure that a reevaluation of each pupil is conducted...at least once every three years...

Minn. R. 3525.2710, subp. 2

A reevaluation of each child with a disability is conducted...if the public agency determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or if the child's parent or teacher requests a reevaluation.

34 C.F.R. § 300.303(a)

In Compliance NOT In Compliance District Family Unknown Not Applicable

District Reviewer Comments:

Secondary Transition Evaluation

By grade 9 or age 14, whichever comes first, the IEP plan shall address the pupil's needs for transition from secondary services to postsecondary education and training, employment, and community living.

Minn. R. 3525.2900, subp. 4

In Compliance NOT In Compliance District Family Unknown Not Applicable

District Reviewer Comments:

Initial IEP Meeting

A meeting to develop an IEP for a child is conducted within 30 days of a determination that the child needs special education and related services.

34 C.F.R. § 300.323(c)(1)

In Compliance NOT In Compliance District Family Unknown Not Applicable

District Reviewer Comments:

Annual Review of IEP

The IEP Team reviews the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved; and revises the IEP, as appropriate.

34 C.F.R. § 300.324(b)(1)(i)(ii)

In Compliance NOT In Compliance District Family Unknown Not Applicable

District Reviewer Comments:

Transfer of Rights

Beginning not later than one year before the child reaches the age of majority under State law, the IEP must include a statement that the child has been informed of the child's rights under Part B of the Act, if any, that will transfer to the child on reaching the age of majority.

34 C.F.R. § 300.320(c)

The public agency must provide any notice required by this part to both the child and the parents; and all rights accorded to the parents under Part B of the Act transfer to the child.

34 C.F.R. § 300.520(a)(1)

In Compliance **NOT In Compliance** **District** **Family** **Unknown** **Not Applicable**

District Reviewer Comments: