

## DUE PROCESS AUDIT – Transfer, Reevaluation Review

November 4, 2010

Psychologist \_\_\_\_\_

Child \_\_\_\_\_

	YES	NO	NA
Current IEP from sending district	___	___	
Other records from sending district <i>(If records are received after the reevaluation review, they should still be considered and an IEP meeting convened if there is reason to suspect that the child's disability category is incorrect and/or that additional information is needed in order to determine the child's educational needs.)</i>	___	___	
IEP "Notification of Meeting" <i>(only required if review was conducted during an IEP meeting)</i>	___	___	___
"Notification of Meeting - Parent and Student Response" <i>(only required if review was conducted during an IEP meeting)</i>	___	___	___
"Prior Written Notice"	___	___	
Did an LEA representative, case manager, and school psychologist participate in the review?	___	___	
If the child is receiving vision, hearing, or speech services, did that provider participate in the review?	___	___	___
Was the review conducted in a timely manner relative to the child's enrollment date?	___	___	
Does the prior written notice contain the minimum requirements as identified in departmental procedures?	___	___	
"Placement History" completed except for date Action - "Transfer in - Continue (Disability) / Reevaluation Review"	___	___	