

# KEY FOR DOCUMENTING REQUIRED EVIDENCE ON STUDENT FOLDER CHECKLIST

\* Enter folder review date in MM/DD/YYYY format without hyphens or any special characters.

Date: MM/DD/YYYY

LEA Number

Student First Name

Student Last Name

## Review Type

- LEA Review
- SEA Review

## Early

Childhood

- Yes

## Disability

- Intellectual Disability
- Hearing Impairment
- Speech/Language Impairment
- Visual Impairment
- Emotional Disturbance
- Other Health Impairment
- Preschool Developmental Delay (Non-Categorical)
- Traumatic Brain Injury
- Autism
- Multiple Disabilities
- Deaf-Blindness
- Specific Learning Disabilities
- Orthopedic Impairment

## Directions:

1. For all students who are currently enrolled, complete the checklist by reviewing the child's information during the last 12 months.
2. Complete either the referral/initial evaluation **OR** re-evaluation section for each student based on which type of evaluation has occurred within the last 3 years.
3. Answer all other questions based on data from the last 12 months.

**Graduated Students:** Complete only the Special Circumstances section # 6 Dismissals Graduates.

**Dismissed Students:** Complete only Special Circumstances section # 5 Dismissals.

**Kindergarten Transition and Early Childhood Dismissals:** Complete only Special Circumstances section # 5 Dismissals and # 8 Early Childhood Outcomes.

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## Record of Access

Are appropriate signatures present for individuals accessing the folder? (name, position, date, purpose) (Parents and school staff listed as having access do not need to sign record of access when reviewing folder.) (Regulation: 16.03)

- 1 Yes  
 2 No

## Referral (Complete section only if child has an initial IEP developed within the last three years.)

### 1. Special Education Referral Form

Does the form indicate the date the Public Agency Official/Designee received the referral? [REDACTED]

- 1 Yes  
 2 No

### 2. Notice of Conference

a. Is documentation present that a Referral Conference was scheduled within seven calendar days of the date of receipt of referral? [REDACTED]

- 1 Yes  
 2 No

b. Is the purpose of the meeting stated?

- 1 Yes  
 2 No

c. Are the required attendees invited?

- 1 Yes  
 2 No

### 3. Timeline Met 21 Days

Was the referral conference conducted within 21 days of receipt of referral? [REDACTED]

- 1 Yes  
 2 No

(Regulation: 4.03.4)

### 4. Referral Conference Decision

Does the Referral Conference Decision indicate the team decision? (Regulation: 4.04)

- 1 Yes  
 2 No

### 5. Referral Conference Committee Members

Are the required committee members (minimum of three) listed? (refer to Notice of Conference Contact Log) (Regulation: 4.04.2)

- 1 Yes  
 2 No

### 6. Temporary Placement Consent (Complete questions **only** if a temporary placement was made.)

a. If the referral conference determined temporary placement was needed, does the Notice of Action indicate the temporary placement is limited to 60 days during which the evaluation was completed?(Regulation: 4.05.2)

- 1 Yes  
 2 No

b. Did the parent sign consent for temporary placement on the Notice of Action?(Regulation: 4.05.2)

- 1 Yes  
 2 No

## Initial Evaluation (Complete section only if the District completed an initial evaluation within the last three years.)

### 1. Notice of Action (formerly Prior Written Notice)

Does Notice of Action outline Referral Conference Decisions? Include all components relating to the action proposed.

- 1 Yes  
 2 No

### 2. Parent Consent

a. Does the Notice of Action have a parent signature to indicate consent for the evaluation?

- 1 Yes  
 2 No

b. Is the date of consent prior to any assessments being administered?

- 1 Yes  
 2 No

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## 3. Evaluation Timeline Met (60 Days)

Was the last evaluation component completed within 60 calendar days of parental consent for evaluation? ① Yes

② No

③ NA

If timeline exceeded, select reason for delay:

Additional testing determined by IEP Team

Child or family illness/death delayed evaluations

Transferred from another program during the due process

Evaluations not completed in accordance with IEP timelines

Family moved making the child unavailable

Failed hearing/visual screening (i.e. waiting for glasses) (if extended delay, must have documentation of the LEA's ongoing efforts to assist the family)

Family canceled evaluation date(s) requiring it to be rescheduled

## 4. Assessments in Required Areas

Are all required assessment components for the student's identified disability present? (Regulation: Special Education Eligibility Criteria & Program Guidelines for Children with Disabilities Ages 3-21) ① Yes  
② No

## 5. Evaluation Report

Is a written report of the evaluation present? (Regulation: Guidelines for Evaluation/Re-evaluation) ① Yes  
② No

## 6. Evaluation/Programming Conference Decision Form (EPC)

a. Is the EPC Form present and complete? (If not present, skip 6b-d.) (Regulation: 6.06.1.1) ① Yes  
② No

b. Is the date of the EPC within 30 calendar days of the last assessment administered? (Refer to Notice of Conference Contact Log.) (Regulation: 6.06.1.1) ① Yes  
② No

c. Is one of the state's recognized categories for the primary disability present on the EPC? (Regulation: 6.06.1.2) ① Yes  
② No

d. Are the required team participants signatures present? ① Yes  
② No

e. For children identified as having a Specific Learning Disability:

i. Is the SLD Eligibility Determination Form complete? ① Yes  
② No  
③ NA

ii. Does the SLD form indicate participants' conclusions? ① Yes  
② No  
③ NA

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### 7. Notice of Action (formerly Prior Written Notice)

Does Notice of Action include all components relating to the action proposed?  1 Yes  2 No

Is there a parent signature on Notice of Action (formerly Prior Written Notice) to indicate consent for the provision of special education and related services to the child?(Regulation: 9.04, 9.06.3.1)  1 Yes  2 No

**Re-evaluation**(Review most recent re-evaluation. Complete section **only** if the child has a re-evaluation during last 3 years.)

### 1. Existing Data Review / Notice of Decision Form (EDR)

a. Is the Existing Data Review present and complete?  1 Yes  2 No

b. Does the form indicate the data that were reviewed?  1 Yes  2 No

c. Does the form indicate if additional data are needed?  1 Yes  2 No  3 NA

d. If no additional data are needed, did the team document the child's IDEA eligibility needs?  1 Yes  2 No  3 NA

e. Are the names and titles of the individuals of the people involved in the decision listed?  1 Yes  2 No

### 2. Notice of Action (formerly Prior Written Notice)

a. Does Notice of Action outline Conference Decisions?  1 Yes  2 No

b. Parent Consent (if evaluation data is needed)

Is the date parent signed consent for evaluation present? If a parent signature is not present, is there documentation to indicate the agency made reasonable efforts to obtain consent? (Reasonable efforts would be no fewer than two attempts as documented on the Notice of Action Form- refer to dates and method of provision on form.)(Regulation: 4.06.1, 7.01.2, 7.03.1, Guidelines for Evaluation/Re-evaluation)  1 Yes  2 No  3 NA

c. Is the date of consent prior to any assessments being administered?  1 Yes  2 No  3 NA

### 3. Evaluation Timeline Met (60 Days)

Were assessments administered within 60 calendar days of parental consent for evaluation?  1 Yes

If timeline exceeded, select all that apply:  2 No

Child or family illness/death delayed evaluations  3 NA

Transferred from another program during the due process

Evaluations not completed in accordance with IEP timeline

Family moved making the child unavailable

Failed hearing/visual screening (i.e. waiting for glasses) (if extended delay, must have documentation of the LEA's ongoing efforts to assist the family)

Family canceled evaluation date(s) requiring it to be rescheduled

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### 4. Assessments in Requested Required Areas

- Are all requested required assessment components for the student's identified disability present? (If EDR indicates need for additional assessment(s), updated testing for the specified area(s) must be present.) (Regulation: Special Education Eligibility Criteria & Program Guidelines for Children with Disabilities Ages 3-21)
- 1 Yes  
 2 No  
 3 NA

### 5. Evaluation Programming Conference (EPC) Timeline Met (30 Days)

- Is the date of the EPC within 30 calendar days of the last assessment administered? (Refer to Notice of Conference Contact Log.) (Regulation: 6.06.1.1)
- 1 Yes  
 2 No  
 3 NA

### 6. Three Year Re-evaluation Timeline Met

- Is the date of the current eligibility determination within three years of last eligibility determination? (Eligibility may be documented on the EDR or the EPC. Look at date of determination of eligibility.) (Regulation: 7.01.1)
- 1 Yes  
 2 No

### 7. Required Committee Members

- Are required committee members' signatures present, OR are there acceptable reasons for required members not being in attendance? (Refer to Notice of Conference Contact Log and/or Excusal Form, if applicable.) (Regulation: 6.06.1.2, 8.05.1.1)
- 1 Yes  
 2 No

### 8. Receipt of Evaluation Report and Eligibility Determination by Parent

- Is there documentation that the EPC Notice of Decision Form and Evaluation report were provided to the parent? (The Existing Data Review serves as the report if no additional testing is needed.) (Regulation: 6.06.1.3)
- 1 Yes  
 2 No

## IEP

### 1. IEP Notice of Conference

- a. Is the IEP Notice of Conference form present? If no, do not complete remaining items for Notice of Conference.) (Regulation: 8.06.2.1)
- 1 Yes  
 2 No
- b. Is the date, time, and location of the proposed meeting present? (Regulation: 8.06.2.1, 9.02.2.2, 9.04)
- 1 Yes  
 2 No
- c. Is the purpose of the proposed meeting indicated? (Regulation: 8.06.2.1, 9.04 )
- 1 Yes  
 2 No
- d. Are the required attendees listed? (See asterisked roles on Notice.) (Regulation: 8.06.2.1)
- 1 Yes  
 2 No

### 2. Individualized Education Program

- a. Is the IEP present? (If no, do not complete the remaining items for IEP section.)
- 1 Yes  
 2 No
- b. IEP Timeline
- i. Was the IEP developed within one year of the previous IEP and before the current IEP expired? (Refer to Notice of Conference Contact Log.) (Regulation: 8.04.3.1)
- 1 Yes  
 2 No

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- ii. Was the IEP implemented within 30 days of the IEP Conference date? (With the exclusion of summer months, holidays, or as otherwise specified such as IEPs developed for the following school year must be developed no earlier than April 1.) (Regulation: 8.03.2.1)  1 Yes  2 No
- c. Purpose of the IEP
- i. Is the purpose and date of meeting noted on the IEP document? (Page 1 annual, temporary, initial, amend)  1 Yes  2 No
- d. Parent Rights and Participation
- i. Is there documentation that parents' rights were provided one time per school year? (Parent rights required: upon initial referral or parent request for evaluation, receipt of the first state complaint and/or due process complaint, with discipline procedures - decision to make a removal that constitutes a change of placement because of a violation of a code of student conduct, or upon parental request [documentation must verify rights were given no less than one time a school year].) (Regulation: 9.05.1.1)  1 Yes  2 No
- ii. If the parent did not attend the meeting in person or through alternate means, were they provided adequate opportunity to participate? (Refer to Notice of Conference Contact Log.) (Regulation: 8.06.1.1)  1 Yes  2 No
- iii. Were parent concerns for enhancing the education of their child documented? (Regulation 8.07.1.1)  1 Yes  2 No
- e. Present Level of Academic Achievement and Functional Performance (PLAAFP)
- i. Are there statements describing the student's academic and functional performance including strengths, needs, the effect of the child's disability on his/her participation in age-appropriate activities, and data sources used for this information?  1 Yes  2 No  
Post-Secondary PLAAFP(if applicable)
- ii. Does the child's PLAAFP address how his/ her strengths, needs, and disability relate to and affect their post-secondary goals?  1 Yes  2 No  3 NA
- f. Special Factors
- i. Are all areas addressed including an explanation, when applicable? (Regulation: 8.07.1.2)  1 Yes  2 No
- ii. Is there evidence that accommodations were considered and included if needed? (Student needs identified in PLAAFP should be considered.) (Regulation: 8.08.1.4)  1 Yes  2 No
- g. Extended School Year
- i. Is there documentation of annual consideration of ESY? (Regulation: 19.04.4, 19.07)  1 Yes  2 No
- h. Measurable Annual Goals
- i. Are measurable annual goals present? (Regulation: 8.08.1.2)  1 Yes  2 No
- ii. Do goals address the areas of deficit as identified in the PLAAFP? (Regulation: 8.08.1.2)  1 Yes  2 No
- iii. Are the evaluation procedure(s) specified? (Regulation: 8.08.1.9)  1 Yes  2 No

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- iv.** Do progress reports include date, progress, and status of goals for specified grading period(s)? (If the student was recently placed in special education and has not had the opportunity to receive progress reports then mark NA.) (Regulation: 8.08.1.9)
- 1 Yes  
 2 No  
 3 NA
- v.** If the student is participating in the Arkansas Alternate Assessment, are measurable short-term objectives present? (Regulation: 8.08.1.3)
- 1 Yes  
 2 No  
 3 NA
- i.** Statement of Special Education Services
- i.** Is the schedule of special education services to be provided to the child evident? (Regulation: 8.08.1.4)
- 1 Yes  
 2 No
- j.** Related Services Needed (frequency, location, duration)
- Does the IEP state the related services to be provided including the frequency, location, and duration of those services OR is "none needed" indicated? (Regulation: 8.081.4, 8.08.1.8)
- 1 Yes  
 2 No
- k.** Least Restrictive Environment (LRE)
- i.** Does the IEP indicate if the child is removed from the general education environment?
- 1 Yes  
 2 No
- ii.** If the child is removed from general education, does the IEP indicate the reasons that general education was not appropriate for the child?
- 1 Yes  
 2 No  
 3 NA
- iii.** Is the Continuum of Placement noted for the child?
- 1 Yes  
 2 No
- iv.** Does the placement align with the amount of time the child is in General Education per week?
- 1 Yes  
 2 No
- l.** Assessment Decisions (Regulation: 8.08.1.6)
- i.** Is the child's participation in Statewide Assessment addressed? (Child will take general assessment or alternate assessment.)
- 1 Yes  
 2 No
- ii.** Are the needed accommodations for the assessment listed?
- 1 Yes  
 2 No  
 3 NA
- iii.** Do the accommodations align with accommodations used on a regular basis?
- 1 Yes  
 2 No  
 3 NA
- iv.** If the child is participating in the Alternative Assessment, is there an explanation present?
- 1 Yes  
 2 No  
 3 NA
- m.** Parent Provided a Copy of IEP
- i.** Is there documentation stating the method by which the IEP was provided to the parent or adult student? (Regulation: 8.06.6.1)
- 1 Yes  
 2 No
- n.** IEP Reviewed/Revised
- i.** Was the IEP updated from the prior year to include current information in the Present Level Statement, student goals, accommodations, etc.? (Compare current IEP to prior IEP.) (Regulation: 8.04.3)
- 1 Yes  
 2 No

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### o. Transition

- i. Is a transition plan present for students 16 or older? (If no or NA, do not complete remaining transition questions. Move to item p: Team Member Signatures.) (Regulation: 8.08.2.1)
- 1 Yes  
 2 No  
 3 NA

### ii. Date(s) Reviewed

1. Is there evidence that the transition plan is reviewed annually, if this is not the initial transition plan? (Refer to "dates reviewed" on first page of transition plan.) (Regulation: 8.08.2.1, 21.03.2.1)
- 1 Yes  
 2 No

### iii. Plan in Effect when Turned Age 16

1. Was the Transition Plan in effect when the child turned age 16, OR if the student transferred into the district without a transition plan being in effect when the student turned 16, was a transition plan developed when the student transferred into the district? (Regulation: 8.08.2.1, 21.03.2.1)
- 1 Yes  
 2 No

### iv. Transition Assessments

1. Are the transition assessments used listed on the IEP? (Regulation: 8.08.2.1)
- 1 Yes  
 2 No

2. Is there evidence that the measurable postsecondary goals were based on age appropriate transition assessments? (Regulation: 8.08.2.1)
- 1 Yes  
 2 No

### v. Goals and Activities

#### a. Career/ Employment

- i. Are measurable post-secondary goals in the area of career/employment present? (Regulation: 8.08.2.1, 21.03.2.1)
- 1 Yes  
 2 No

- ii. Are transition activities/services for career/employment that relate to the post-secondary goals listed?
- 1 Yes  
 2 No

- iii. Do activities include the responsible party, and the semester implemented? (Activities will not be course names and the student and parent cannot be solely responsible for the activity.) (Regulation: 8.08.2.1)
- 1 Yes  
 2 No

#### b. Education/ Training

- i. Are measurable post-secondary goals in the area of education/training present? (Regulation: 8.08.2.1, 21.03.2.1)
- 1 Yes  
 2 No

- ii. Are transition activities/services for education/ training that relate to the post-secondary goals listed?
- 1 Yes  
 2 No

- iii. Do activities include the responsible party, and the semester to be implemented, and status? (Activities will not be course names, and the student and parent cannot be solely responsible for the activity.) (Regulation: 8.08.2.1)
- 1 Yes  
 2 No

### 3. Independent Living/ Community Participation

- i. Are measurable post-secondary goals in the area of Independent living/community participation present (if needed) based upon age-appropriate transition assessments? (Regulation: 8.08.2.1, 21.03.2.1)
- 1 Yes  
 2 No  
 3 NA

- ii. Are transition activities/services for independent living skills/ community participation that relate to the post-secondary goals listed?
- 1 Yes  
 2 No  
 3 NA



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iii. Do activities include the responsible party, and the semester to be implemented, and status? (Activities will not be course names, and the student and parent cannot be solely responsible for the activity.) (Regulation: 8.08.2.1)

- 1 Yes
2 No
3 NA

vi. Course of Study or 4 year Graduation Plan

1. Does the Course of Study include classes to be taken through graduation? (Regulation: 8.08.2.1)

- 1 Yes
2 No

[Redacted]

- 1 [Redacted]
2 [Redacted]
3 [Redacted]

vii. Child Received Meeting Notice

Is there evidence that the student was invited to the IEP meeting where transition services were being discussed? (Refer to Notice of Conference Form "person receiving notice".) (Regulation: 21.03.3.1)

- 1 Yes
2 No

p. Team Member Signatures

i. Are required IEP committee members' signatures present (does not include parent)? (Refer to Notice of Conference Contact Log.)

- 1 Yes
2 No

ii. If required attendees' signatures are not present, does page one of the IEP indicate the excusal process? (Regulation: 8.05.1)

- 1 Yes
2 No
3 NA

Special Circumstances

1. Notice of Action

If there was a significant change in placement or services proposed or services refused, was Notice of Action (formerly Prior Written Notice) provided? (Regulation: 9.04)

- 1 Yes
2 No
3 NA

2. Shortened School Day

a. Does the IEP or other conference paperwork include documentation to justify the need for a shortened school day in order to meet the educational, medical, or emotional needs of the student? (Regulation: 300.11 CFR)

- 1 Yes
2 No
3 NA

b. Is there evidence of a review being held every 90 days? (Regulation: 300.11 CFR)

- 1 Yes
2 No
3 NA

3. Homebound

a. Does the IEP or other conference paperwork include documentation to justify the need for homebound services in order to meet the educational, medical, or emotional needs of the student? (Regulation: 17.02.2.1, 17.01.1)

- 1 Yes
2 No
3 NA

b. Is there evidence of a review being held every 90 days? (Regulation: 17.02.2.1, 17.01.1)

- 1 Yes
2 No
3 NA

[Redacted]

[Redacted]

[Redacted]

- 1 [Redacted]
2 [Redacted]
3 [Redacted]

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[REDACTED]

[REDACTED]

[REDACTED]

## 5. Dismissals(Complete **only** if the child was dismissed.)

- a.** Was an existing data review completed prior to dismissal?  
(Regulation: 7.05.1)  Yes  
 No
- b.** Was a Notice of Action provided before the student was dismissed from services?  
(Regulation: 9.04)  Yes  
 No
- c.**Evaluation Programming Conference Decision Form/Notice of Decision  
(Complete if evaluation was requested at EDR.)
- i.** Is the Evaluation Programming Conference Decision Form present and complete? (If no, remaining components of the EPC are NA.) (Regulation: 6.06.1.3)  Yes  
 No  
 NA
- ii.**Is the child's eligibility under one of the recognized disability categories addressed? (Regulation: 6.06.1.2, 6.09)  Yes  
 No  
 NA
- iii.** Are required committee members signatures present? If not, are there acceptable reasons for required members not in attendance? (Refer to Notice of Conference Contact Log and/or excusal form.) (if applicable)(Regulation: 6.06.1.2, 8.05.1.1)  Yes  
 No  
 NA
- d.**Is there documentation that the EPC Notice of Decision Form and evaluation report were provided to the parent? (The Existing Data Review serves as the report if no additional testing is needed.) (Regulation: 6.06.1.3)  Yes  
 No  
 NA

## 6. Dismissals Graduates (Complete only if the child graduated.)

- a.**Was a Notice of Action (formerly Prior Written Notice) provided to the student (if student is 18 or older) and parent a reasonable time before the student graduated? (Regulation: 9.04.1.1)  Yes  
 No
- b.** Summary of Performance
- i.** Was the Summary of Performance provided to the student? (Documentation of date given to student, date mailed to student, student signature, or other evidence showing the student received the SOP.) (Regulation: 6.05.5.3, 7.05.3)  Yes  
 No
- ii.** Was the student's academic performance summarized? (Regulation: 7.05.3)  Yes  
 No
- iii.** Was the student's functional performance summarized? (Regulation: 7.05.3)  Yes  
 No

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- iv. Are there completed recommendations on how to assist the student in meeting his/her postsecondary goals? (Regulation: 7.05.3)  1 Yes  
 2 No

### 7. Manifestation Determination (Required when there is a change of placement greater than 10 days or pattern of removals.)

- a. Was Notice of Action (formerly Prior Written Notice) provided to the parent/ adult student prior to a change of placement resulting from a disciplinary removal? (Regulation: 9.04.1.1)  1 Yes  
 2 No

- b. Was the review held within 10 school days of the decision to change placement due to a violation of the Code of Student Conduct? (Regulation: 11.05.1)  1 Yes  
 2 No

- c. Were required members present? (LEA representative, parent, and other relevant members of the IEP team as determined by the parent and LEA) If not, are there acceptable reasons for required members not being in attendance? (Refer to Notice of Conference Contact Log.) (Regulation: 11.05.1)  1 Yes  
 2 No

- d. Did the committee review whether the behavior was a manifestation of the child's disability? (Regulation: 11.05.1.1)  1 Yes  
 2 No

- e. Did the committee review whether the IEP was implemented prior to the violation? (Regulation: 11.05.1.2)  1 Yes  
 2 No

### f. Functional Behavior Assessment (FBA)/ Behavior Intervention Plan (BIP) Review if Behavior was a Manifestation

- i. Was an FBA conducted after the manifestation OR was an FBA done prior to the behavior that resulted in this incident? (Regulation: 11.05.4.1A1)  1 Yes  
 2 No

- ii. Was a Behavior Plan developed or reviewed? (Look for signatures, dates of review, progress notes, etc.) (Regulation: 11.05.4.1A2)  1 Yes  
 2 No

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8. Early Childhood Outcomes (for 3-5 year olds only. Complete for children dismissed from EC or who transitioned to kindergarten within last 12 months.) (Regulation: Commissioner Memo LS-07-042)

### a. Entry Process

i. Was the entry process completed as part of the initial IEP or within 30 days of developing the IEP?  1 Yes  2 No

ii. Were the required committee members (including the parent) involved? (Look at the signature page of the IEP form.)  1 Yes  2 No

iii. Does the Present Level of Academic Achievement and Functional Performance describe developmental levels and support the rating in each of the following areas:

1. Outcome 1: Positive social emotional skills  1 Yes  2 No

2. Outcome 2: Acquiring and using knowledge and skills  1 Yes  2 No

3. Outcome 3: Taking appropriate actions to meet needs  1 Yes  2 No

### b. Exit Process

i. Was the exit process completed within 60 days of the child exiting the early childhood program?  1 Yes  2 No

ii. Were the required committee members (including the parent) involved? (Look at the signature page of the IEP form.)  1 Yes  2 No

iii. Does the Present Level of Academic Achievement and Functional Performance describe developmental levels and support the rating in each of the following areas:

1. Outcome 1: Positive social emotional skills  1 Yes  2 No

2. Outcome 2: Acquiring and using knowledge and skills  1 Yes  2 No

3. Outcome 3: Taking appropriate actions to meet needs  1 Yes  2 No

iv. Was the exit progress stated for each of the following areas:

1. Outcome 1: Positive social emotional skills  1 Yes  2 No

2. Outcome 2: Acquiring and using knowledge and skills  1 Yes  2 No

3. Outcome 3: Taking appropriate actions to meet needs  1 Yes  2 No