List of Documents to Scan and Upload into Sped Forms History:

REQUIRED DOCUMENTATION

- 1. The Signature Page of all Initial Evaluation and
- 2. The Signature Page of all IEP PWN
- 3. The Signature Page of any PWN for a Change of Placement
- 4. Any Releases of Information
- 5. Team Signature Page for SLD Evaluations
- 6. All Documentation Specifically Required to Qualify a Student
 - a. ADHD and Other Medical Documentation for OHD
 - Medical Documentation for PI Students
 ***Please note, NEVER upload a report from an outside/non-school agency, only required documentation signed by a physician.

RECOMMENDED DOCUMENTATION

- 1. All PWN Signature Pages
- 2. All Previous IEPs and Evaluations from Out of State/Non-Sped Form Schools
- 3. Any written permissions sent via email or text
- 4. Any communications that could be needed for due process
- 5. Team meeting sign-in sheets
- 6. Anything that you are putting in the student's permanent paper Special Education file

DO NOT UPLOAD

Anything Covered Under HIPPA:

- Medical Reports not required for Special Education Qualification Requirements
- Neuro-Psych Reports
- Other Outside Mental Health Evaluations

Anything From an Outside/Non-School Agency without a corresponding Release of Information

MVED: Updated 9/20/2022

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