

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
 - b. 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

