**Electronic File Checklist**

**The following items are to be completed electronically and uploaded to the electronic student file.**

**All Programs:**

* Year-end Attendance (Susan will upload attendance for everyone except South-Western and Upper Arlington School Age teachers who have attendance information in a separate system)
* Final IEP for the 2022-2023 school year including:
  + PR01
  + Excusals (if any)
  + Parent Invitation
  + Final Progress Report for the 2022-2023 School year (reflecting progress for all 4 quarters)
  + Documentation of Attempts
* New IEP for 2023-2024 (if applicable) including:

* + PRO1
  + Excusals (if any)
  + Parent Invitation
  + Progress Report thus far
  + Documentation of Attempts
* Evaluation Team Report (new in current year)
* Withdrawal Forms\*

**\*Please Note**: If you have students withdrawing from the program, be sure to have all required documents uploaded to their electronic file and complete and submit a Withdrawal Form.

**Additional items specific to levels**

**Preschool Only:**

* Transition Planning Form for any student withdrawing
* Family Reports, COS, ELA

**Elementary/Middle Levels only:**

* Reading Improvement and Monitoring Plan RIMP – (K-3 only if applicable)
* Post-Secondary Transition Activity Log (if applicable)
* Final Grade Card

**High School only:**

* Final Grade Card
* Post-Secondary Transition Activity Log
* Carnegie Credit Report
* Summary of Performance (graduating students only)
* Withdrawal Form (if applicable, includes graduates)  
    
     
    
  **Additional Items for Check-out:**
* Outside evaluation report(s) provided by parent or agency (e.g. audiology, medical, private SLP, ASL assessments, etc.)
* Custody agreements
* Attendance Intervention plans
* FBAs/BIPs (if separate from IEP)