

Student Records Checklist for Special Education Due Process Case

Student Name _____ Student ID Number _____

School _____ Phone _____ Fax _____

School Contact (name & direct line) _____

√	Record Description
Cumulative Record	
	Entire Cumulative File, including but not limited to the following: ESE file (includes all IEPs and BIPs) IEP Progress Reports CST-R/Evaluation Documents Section 504 Documents (if applicable) Disciplinary Records (SCMs) (if applicable)
Electronic Data	
	Attendance Records
	Grade Reports
	FCAT Scores
	Other Standardized Test Scores
	Discipline History (Computer SCMs)
	Any Other Computer Screens
Teacher Records (From All Relevant Teachers)	
	Consultation/Collaboration Logs (if applicable)
	Formal Assessments of the Student
	Work Samples (in variety)
	E-Mails
Related Services (if applicable)	
	Speech/Language Logs and Progress Reports
	PT/OT Attendance Logs and Progress Reports
	Counseling Attendance Logs and Progress Reports
	Consultation/Collaboration Logs
School Psychologist/Region Documents (if applicable)	
	Evaluation Documents Not Included In Cumulative Folder
	Rating Scales
	E-Mails Concerning Student
Miscellaneous	
	Chronology of Events (sent to School Board Attorney on _____)
	Potential Witness List (sent to School Board Attorney on _____)
	E-Mails (Administrators, Therapists, Counselors, etc., Concerning Student)
	For Disciplinary Cases, Student Statements

****Please separate and clearly label all documents by sections noted above****

Please send to:

ATTN: Special Education Attorney
 School Board Attorney's Office
 1450 NE 2nd Avenue, Suite 430
 Miami, FL 33132
 305-995-1304 (phone)
 305-995-1412 (fax)