Greater VICTORIA School District

Blue IEP File Organization

Left Side Arrange chronologically in sections	Right Side Arrange chronologically in sections
Individual Education Plans: ***Cover sheet - blue** • Most recent on top (ensure all included IEP's relate to current category) **Designation Form(s):** ***Cover sheet - green** • District Designation Forms (and prior designation forms, de-designation forms)	**Assessment/Diagnosis Reports:** ***Cover sheet - yellow** • Must include the initial assessments which were reviewed by the Designation Review Committee for the purpose of designation: Autism Assessments, Medical Assessments, Educational Psychology Assessments, etc. **Other Supporting Reports and Assessments:** ***Cover sheet - pink** • May also include additional and current assessments and reports from within the last three years. *Subdivide into Education/Medical/OT/PT/SLP* ***Assessment reports directly related to the MOE Category for the student should be on top*

Additional Information:

- Only include the documentation as outlined above in the main Blue IEP file folder. All other records, work samples, notes etc. should be kept in a separate file, eg LST/Case Manager File.

- Remove and shred all duplicate forms.

ASSESSMENT / DIAGNOSIS

IEP

DOCUMENTS

OTHER SUPPORTING DOCUMENTATION

DESIGNATION FORM(S)

ADJUDICATION FORM