

ELIGIBILITY FOLDER**(19 TAG 89.1075.(a)).**

The school's special education department maintains an eligibility folder on each individual with a disability receiving special education services in addition to the individual cumulative records. The eligibility folder includes, but is not limited to:

- Copies of referral data
- Documentation of notices and consents
- Assessment reports and supporting data
- Admission, review and dismissal committee deliberations
- Individual educational plan
- Individual transition plan

Additionally, the eligibility folder may contain reports of progress to parents/legal guardians of students with disabilities who receive special education which are developed and recorded with the same frequency as those provided to student in regular education.

The eligibility folders are maintained according to the policies and procedures regarding confidentiality, and are located in the special education department in a locked file cabinet. A list of persons who have access to the files is attached to the file cabinet in public view, and access logs are maintained in the file cabinet as well as in each student eligibility folder as to the date, the person accessing the file and their position, as well as the reason for access.

The classroom teacher(s) who provide services to the student with disabilities will have available to them a copy of the Individual Education plan in relation to the responsibilities of that teacher in the implementation of the IEP in the classroom, along with any instructions or suggestions for teaching modifications or strategies which enable the student to progress in the regular curriculum, goals and objectives, modifications and adaptations as indicated by the IEP.