A Case Manager's Good Housekeeping
Guide to Special Education Containers

While the title of this document is mildly humorous, it is not funny to receive a student's Special Education confidential file (aka, container) when it is poorly organized. As a professional courtesy, please consider these guidelines when preparing to transfer containers to the next case manager:

- Include a log to record the names of those who have accessed the file.

- Original IEPs are in reverse chronological order so that the most current IEP is readily available.

- Duplicates of original IEPs are purged.

- Associated assessment reports and test protocols are kept with the IEPs.

- "Official" correspondence is kept in the container, inserted according to reverse chronology. Examples: Prior Written Notice, parent written request for assessment, request for records and forms to document district response, Signed Release of Information, any letters that directly reference the IEP process.

Examples of items that are typically maintained in a case manager's <u>working file</u>* are the following:

- Student work samples that serve as supporting evidence for report card grades and for reporting progress on goals

- Phone Logs with anecdotal notes (date, person calling or called, purpose and/or outcome)

- Data Sheets and Anecdotal Notes on observations that serve as supporting evidence for report card grades and for reporting progress on goals

*Note: The <u>working file</u> should be transferred to the next case manager. The statute of limitations make these important documents obsolete after 2 years, and records should be purged from the working file according to this timeline.

Attachments: Master Copy of *Access to Records (Log for Container)*
Master Copy of form *List of Employees Who Can Access Records*
Completing Forms in the Correct Order