

General Supervision File Review (GSFR)

Local Education Agency: _____ Reviewed by: _____
 Name of Student: _____
 Date of Birth: _____ Last _____ First _____
 Grade: _____ Eligibility Category: _____
 Current Eligibility Report Date: _____ Current Annual IEP Date: _____

Initial Evaluation or Reevaluation

The GSFR checklist is a guide for conducting record reviews and is meant to be advisory only. This checklist is not inclusive of the LEA/public agency's legal obligations to children with disabilities.

Initial Evaluation (Complete ONLY if three-year Reevaluation has never occurred)	Yes	No
The initial evaluation process was followed.		

Compliant	Non-Compliant
<ul style="list-style-type: none"> • Referral Form <ul style="list-style-type: none"> - Sufficient information to make evaluation decision - Date referral received 	<ul style="list-style-type: none"> <input type="checkbox"/> Referral form not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> Referral form does not include sufficient information to make evaluation decision. <input type="checkbox"/> Referral form does not include date referral received.
<ul style="list-style-type: none"> • <i>Notice and Invitation to a Meeting/Consent for Agency Participation</i> <ol style="list-style-type: none"> 1. Referral Meeting 2. Eligibility Meeting 3. IEP Meeting (if needed) <ul style="list-style-type: none"> - Written notice with proposed date, time and location provided to parent/guardian. - Purpose(s) of the meeting are indicated. - Required participants were invited. - Results of attempt(s) to invite parent/guardian and student (age 19 or older) were recorded. • Parent/guardian was notified early enough to ensure opportunity to attend. • <i>Notice and Consent for Initial Evaluation</i> <ul style="list-style-type: none"> - Date signed 	<ul style="list-style-type: none"> <input type="checkbox"/> No evidence written notice was provided to parent/guardian. <input type="checkbox"/> Written notice does not indicate one or more of the following: <ul style="list-style-type: none"> ○ Proposed date ○ Proposed time ○ Proposed location <input type="checkbox"/> Purpose(s) of the meeting not indicated. <input type="checkbox"/> Required participants not invited. <input type="checkbox"/> Results of attempt(s) to invite parent/guardian not recorded. <input type="checkbox"/> Results of attempt(s) to invite student (age 19 or older) not recorded. <input type="checkbox"/> Parent/guardian was given limited notice, without reasonable indication of why there was short notice. <input type="checkbox"/> <i>Notice and Consent for Initial Evaluation</i> not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> <i>Notice and Consent for Initial Evaluation</i> does not include date signed.

Compliant	Non-Compliant
<ul style="list-style-type: none"> • <i>Notice and Eligibility Decision Regarding Special Education Services</i> <ul style="list-style-type: none"> - Copy of eligibility report provided to parent/guardian - Final completion date of all evaluations - Eligibility decision documented - Area of disability documented • Required committee/team members attended the eligibility meeting. 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Notice and Eligibility Decision Regarding Special Education Services</i> not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> Copy of eligibility report not provided to parent/guardian. <input type="checkbox"/> <i>Notice and Eligibility Decision Regarding Special Education Services</i> incomplete. <ul style="list-style-type: none"> ○ Final completion date of all evaluations not included. ○ Eligibility decision not documented. ○ Area of disability not documented and/or incorrect area recorded. <input type="checkbox"/> The eligibility meeting did not include required committee/team members.
<ul style="list-style-type: none"> • The student meets the Alabama Administrative Code (AAC) criteria for the designated disability area. <p>[Complete the compliance verification form (CVF) to verify]</p> <p>_____</p> <p>Designated Disability Area</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The student does not meet the AAC criteria for the designated disability area. <ul style="list-style-type: none"> ○ One or more minimum evaluative components was not completed. <p>_____</p> ○ The student failed to meet AAC criteria in one or more areas. <p>_____</p>
<ul style="list-style-type: none"> • <i>Notice and Consent for the Provision of Special Education Services</i> <ul style="list-style-type: none"> - Signature of parent/guardian or student • Date of signature 	<ul style="list-style-type: none"> <input type="checkbox"/> Consent form not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> Consent form does not include required signature. <input type="checkbox"/> Consent form does not include date of signature.
<ul style="list-style-type: none"> • Special Education Rights <ul style="list-style-type: none"> - Provided in a timely manner 	<ul style="list-style-type: none"> <input type="checkbox"/> Special Education Rights not provided in a timely manner (e.g., provided several weeks/months after meeting)
<ul style="list-style-type: none"> • 60-day timeline met. <p>_____ Date Signed Consent Received by LEA/ Public Agency</p> <p>_____ Final Completion Date of <u>ALL</u> Evaluations</p> <p>_____ Date Initial Eligibility Completed</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 60-day timeline not met.

Reevaluation (Complete if three-year Reevaluation has occurred)	Yes	No
The reevaluation process was followed.		

Compliant	Non-Compliant
<ul style="list-style-type: none"> • <i>Notice and Invitation to a Meeting/Consent for Agency Participation</i> <ol style="list-style-type: none"> 1. Reevaluation Meeting 2. Eligibility Meeting <ul style="list-style-type: none"> - Written notice with proposed date, time and location provided to parent/guardian. - Purpose(s) of the meeting are indicated. - Required participants were invited. - Results of attempt(s) to invite parent(s)/student (age 19 or older) were recorded. - Parent/guardian was notified early enough to ensure opportunity to attend and/or participate. 	<ul style="list-style-type: none"> <input type="checkbox"/> No evidence written notice was provided to parent/guardian. <input type="checkbox"/> Written notice does not indicate one or more of the following: <ul style="list-style-type: none"> o Proposed date o Proposed time o Proposed location <input type="checkbox"/> Purpose(s) of the meeting not indicated. <input type="checkbox"/> Required participants not invited. <input type="checkbox"/> Results of attempt(s) to invite parent/guardian not recorded. <input type="checkbox"/> Results of attempt(s) to invite student (age 19 or older) not recorded. <input type="checkbox"/> Parent/guardian was given limited notice, without reasonable indication of why there was short notice.
<ul style="list-style-type: none"> • <i>Notice of IEP Team's Decision Regarding Reevaluation</i> <ul style="list-style-type: none"> - IEP Team decision regarding reevaluation - Evaluation procedures, assessments, records, and/or reports used to make decision - Description of other options considered and why the options were rejected 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Notice of IEP Team's Decision Regarding Reevaluation</i> not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> IEP Team decision regarding reevaluation not completed. <input type="checkbox"/> Evaluation procedures, assessments, records, and/or reports used to make decision not completed. <input type="checkbox"/> Description of other options considered and why the options were rejected not completed.
<ul style="list-style-type: none"> • <i>Notice and Consent for Reevaluation</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Notice and Consent for Reevaluation</i> not completed and/or uploaded in the designated student information system (SIS).
<ul style="list-style-type: none"> • <i>Notice and Eligibility Decision Regarding Special Education Services</i> <ul style="list-style-type: none"> - The evaluation included assessments in the areas checked on consent. - Copy of Eligibility Report provided to parent/guardian - Final completion date of ALL evaluations - Eligibility decision documented - Area of disability documented • Required committee/team members attended the meeting. 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Notice and Eligibility Decision Regarding Special Education Services</i> not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> The evaluation did not include assessments in all areas checked on consent. <input type="checkbox"/> Copy of Eligibility Report not provided to parent/guardian. <input type="checkbox"/> Final completion date of ALL evaluations not documented. <input type="checkbox"/> Eligibility decision not documented. <input type="checkbox"/> Area of disability not documented. <input type="checkbox"/> The eligibility meeting did not include required committee/team members.

Compliant	Non-Compliant
<ul style="list-style-type: none"> The student meets the Alabama Administrative Code (AAC) criteria for the designated disability area. <p>[Complete the compliance verification form (CVF) to verify]</p> <p>_____</p> <p>Designated Disability Area</p>	<input type="checkbox"/> The student does not meet the AAC criteria for the designated disability area. <ul style="list-style-type: none"> One or more minimum evaluative components was not completed. _____ The student failed to meet AAC criteria in one or more area. _____
<ul style="list-style-type: none"> <i>Notice and Consent for the Provision of Special Education Services</i> <ul style="list-style-type: none"> Signature of parent/guardian or student Date of signature 	<input type="checkbox"/> Consent form not completed and/or uploaded in the designated student information system (SIS). <input type="checkbox"/> Consent form does not include required signature. <input type="checkbox"/> Consent form does not include date of signature.
<ul style="list-style-type: none"> Three-year timeline met. <p>_____ Date Previous Eligibility Completed</p> <p>_____ Date Current Eligibility Completed</p>	<input type="checkbox"/> Three-year timeline not met.

Notes: