**Manheim Township School District**

**PO Box 5134**

**Lancaster, PA 17606-5134**

GIFTED FILE CHECKLIST

STUDENT NAME

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicate school year |  |  |  |  |  |
| Parent Consent to Evaluate  |  |  |  |  |  |
| GWR |  |  |  |  |  |
| \*Invitation to GIEP meeting |  |  |  |  |  |
| \*GIEP |  |  |  |  |  |
| G-NORA |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Review conducted by (initials) |  |  |  |  |  |
| Date of Review |  |  |  |  |  |

Instructions: At the conclusion of each school year, the EXCEL teacher reviews the student file and records the date of each document from the school year being reviewed. If no document exists for the school year, leave blank. All asterisked (\*) areas must be completed each year. If no asterisked document is present, locate it or contact the Director of Special Education. The checklist is to be completed by May 23 of each school year. Please group documents by school year.

Attach this checklist to the inside left side of the folder under the Records Access sheet.

Thank you.