



Due Process Checklist for Graduation

Please use this checklist to determine completion of due process for Graduation

- ☐ ***Notice of Team Meeting*** - A meeting must be held to inform parents the student has met their IEP goals, completed the necessary coursework/standards for graduation, and of the team's proposal to discontinue special education due to graduation.
- ☐ ***Prior Written Notice*** - Parents must be notified of the district's intent to proceed with graduation and discontinue special education services unless the parent objects in writing within 14 calendar days.
- ☐ ***Progress Report*** - Document the IEP team's determination that the IEP goals have been achieved.
- ☐ ***Summary of Performance*** - Summarizes student performance on goals and the need for support in post-secondary environments.
- ☐ ***Inactivate File*** - Make the student's file inactive in SpEd Forms at the end of the school year.
- ☐ ***Notify MARSS Coordinator*** - Notify your district's MARSS Coordinator of the graduation of the student.