

Inactive Folder Cover Sheet

Student Name: _____

DOB: _____ Grade: _____

Case Manager: _____

Date of Inactivity: _____

- Reason for Inactivity:
- ☐ Transferred to Regular Ed
 - ☐ Graduated with Diploma
 - ☐ Alternative High School Diploma
 - ☐ Maximum Age
 - ☐ Deceased
 - ☐ Moved, Known to Continue
 - ☐ Dropped Out

When signing off, you are agreeing that the following has been conducted before this folder is turned in as “inactive”.

- ☐ Folder has been reviewed and organized by Case Manager.
- ☐ All due process documents are accounted for in the folder.
- ☐ Most recent progress data in the form of charts/tables/graphs and written analysis.
- ☐ Parent contact log printed from IC and placed in parent contact folder.
- ☐ Student’s name, DOB, and inactive year have been written on the side of the due process folder.

Case Manager

Date