



Document Change Tab Naming Guide

Doc Type 	ED Plan Category
AT REFERRAL/Reports	At referral/reports
AUDIOLOGY Assessments	Audiology
BEHAVIOR IMPLEMENTATION PLAN	Behavior implementation plan
CHILD FIND NEW STUDENT	Child find new student
CHILD FIND PLACEMENT PAGE	Child find placement page
COMPREHENSIVE THREAT ASSESSMENT	Comprehensive threat assessment
CORRESPONDENCE FROM PARENTS	Correspondence from parents
DATA COLLECTION	Data collection
ELIGIBILITY REPORT/PROTOCOLS	Eligibility report
EYE EXAMINATION REFERRAL FORM	Eye examination referral form
FUNCTIONAL BEHAVIOR ASSESSMENT	Functional behavior assessment
IEP	Keep in general tab(needs to be scanned using PCG smart scan)
IEP AT A GLANCE	Keep in general tab(needs to be scanned using PCG smart scan)
HEALTH PROVIDER Notes/Documents	Licensed Health Care Provider Notes
MANIFESTATION DETERMINATION	Manifestation determination
MEDICAID CONSENT	Medicaid consent
MTSS Documents	Eligibility report
OUTSIDE PSYCH REPORT	Outside psych report
OT and PT Referral	OT and PT referral


*Barcoded documents scanned using PCG Smart Scan can be left in the general tab, if they are uploaded incorrectly for whatever reason they will need to go in the signatures tab, the SES9 can go in “correspondence from parents”, Medicaid form in Medicaid.

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PARENT CONSENT - SES10	Correspondence from Parents
PCS - SFASF	PCS-SFASF
PREVIOUS SCHOOL RECORDS	Previous School Records
PRIOR WRITTEN NOTICE - SES14	KEEP IN GENERAL TAB(NEEDs to be scanned using PCG smart scan)
RELEASE/EXCHANGE OF INFORMATION - SES13	KEEP IN GENERAL TAB(NEEDs to be scanned using PCG smart scan)
REVOCAION OF CONSENT	Revocation of Consent
SAFETY AND SUPERVISION PLAN	Safety and Supervision Plan
SES8A	SES8A (Scan signature pages using PCG Smart Scan)
SERVICE LOGS	Service Logs
SERVICE PLAN	Service Plan
SES8 - SCOPE	SES8 Scope (Scan signature pages using PCG Smart Scan)
SIGNATURE Pages	SIGNATURES
PROGRESS REPORTS	Specialized Progress Reports
STATEMENT OF ELIGIBILITY	Statement of Eligibility
TA - F1 THREAT INQUIRY	TA-F1 Threat Inquiry
TRANSFER OF RIGHTS - 17 YEAR OLD LETTER	Transitions
TRANSFER OF RIGHTS - 18 YEAR OLD LETTER	Transitions
TRANSFER OF RIGHTS - AGE OF MAJORITY	Transfer of Rights - Age of Majority
TRANSITIONS Documents	Transitions

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VI_O & M REFERRAL FORM	VI_O&M Referral Form
WASHOE PARENT CONSENT - SES9	KEEP IN GENERAL TAB (NEEDs to be scanned using PCG smart scan)

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