

## TRACKING SIGNED/UNSIGNED DOCUMENTS

Use this table to document communication between the team liaison and parents/caregivers regarding documents that need to be signed.

**Name of student:**

DOCUMENT NEEDING SIGNATURES	PERSONAL COMMUNICATIONS REGARDING THE DOCUMENT: DATE, MODE (PHONE, VIRTUAL PLATFORM, IN PERSON, ETC.), OUTCOME	DATE SIGNED/NAME OF SIGNER
Evaluation Consent Form		
IEP or 504 team meeting attendance form		
Excusal form (if one or more required members of the team are absent from the meeting)		
Release of information (for district employees to talk with anyone not employed by the district)		
IEP and the placement form (504 plans do not need to be signed before implementation)		