

End of Year Checklist

Case Manager: _____

All Case-Managers	Due Date	Spec Ed Teacher Initials
Complete an IEP Review if annual due date is on or before September 30, 2021 <ul style="list-style-type: none"> • Scan signature page(s) and any other documents used to create the IEP to DSS Records • Give all original signature pages to TSS 	March 31	
Transportation <ul style="list-style-type: none"> • Create new Spec Ed Transportation into Aspen (*next school year, school, and start time) 	April 30	
ESY: If applicable to a student on your caseload <ol style="list-style-type: none"> a) ESY Consideration Tool Due b) ESY data sheets, lesson plans, & Student emergency contact form c) ESY materials & equipment *Submit all to TSS/DA	a) May 3	
	b) May 3	
	c) May 17	
Complete and send re-evaluation packets to all necessary evaluators/service providers (only for permission to evaluate signed before April 29)	May 10	
Return all DSS equipment issued by Related Services (OT, PT, DHH, VI, & AT) to provider; larger items must be checked in but may remain in place; meet with TSS if questions	May 17 – May 21	
HS ONLY: For case managers of graduating seniors only: <ol style="list-style-type: none"> a) Complete list of graduating Seniors b) Complete Summary of Performance form, sign and finalize; scan signature page to DSS Records c) Complete End of the Year Acceptance form when records are provided to graduate. (Give copy to TSS.) 	a) May 14	
	b) May 21	
	c) May 21	
Complete P4 Progress Reports <ul style="list-style-type: none"> • Post progress reports for all goals and objectives for each student • Send Progress Report (include progress summary reports from other service providers) home to parent with final report card 	May 27	
Organize and return the following to the designated location in your building: <ul style="list-style-type: none"> • Spec Ed instructional materials and assessments • Student files, including inactive files, (keep school files for 2 years after withdrawal date) 	May 26	
Update Inventory of items issued by DSS (list from TSS)	May 26	
Progress Monitoring Data secured in designated format/location of your building	May 26	
Students transitioning to another building: Student files and Progress Monitoring folders delivered to TSS in your building	May 26	
Ensure each student on your current caseload has an Individual Planning Tool (IPT) on the T-Drive or Google Drive (if there has been a change since one was written, make sure it is updated) *email TSS for support, if needed	May 26	
HS ONLY:	May 26	

Post -Secondary Data Collection- Work with TSS to ensure the following occurs <ul style="list-style-type: none"> Report post-school outcomes for students who exited high school during the 2019-2020 school year 		
Speech/Language Pathologists Follow all case manager responsibilities as outlined above.	Due Date	SLP Initials
All Talk Trac services have been entered and are up to date	May 21	
Send all Talk Trac Progress Reports to DSS	May 21	
Update Aspen progress reports	May 21	
Talk Trac Progress Reports delivered to all teachers to send home with report cards or e-mailed	May 21	
Send caseload and projected time (individual student) for the 2021-2022 school year to Lead SLP	May 26	
Evaluation materials have been returned to the central check out	May 26	
Related Service Staff	Due Date	Rel. Svc. Provider Initials
All IEP reviews held for your current caseload	March 29	
All evaluations completed, reports scanned to DSS Records, and IEP teams have met to determine next step	April 16	
ESY Lesson Plans and Data Sheets due to DSS	May 3	
Pick up all DSS materials issued by Related Services staff	May 17-21	
ESY Materials due to DSS	May 18	
All Talk Trac services have been entered and are up to date	May 21	
Send all Talk Trac Progress Reports to DSS	May 21	
Talk Trac Progress Reports delivered to all teachers to send home with report cards or e-mailed	May 21	
Completed Workload Calculation form for the 2020-21 school year	May 26	
Evaluation/Consult log has been updated in Google Docs	May 26	

Teacher/SLP/
Related Service Provider's Signature

Date

TSS/DA/Lead Signature

Date

If questions arise, please contact me at _____