**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   * 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   * 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   1. ESY Consideration Tool Due 2. ESY data sheets, lesson plans, & Student emergency contact form 3. ESY materials & equipment   \*Submit all to TSS/DA | 1. May 3 |  |
| 1. May 3 |
| 1. 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**:   1. Complete list of graduating Seniors 2. Complete Summary of Performance form, sign and finalize; scan signature page to DSS Records 3. Complete End of the Year Acceptance form when records are provided to graduate. (Give copy to TSS.) | 1. May 14 |  |
| 1. May 21 |
| 1. May 21 |
| Complete P4 Progress Reports   * 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:   * 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**:  Post -Secondary Data Collection- Work with TSS to ensure the following occurs   * Report post-school outcomes for students who exited high school during the 2019-2020 school year | May 26 |  |
| **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/ Date

Related Service Provider’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TSS/DA/Lead Signature Date

If questions arise, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_