



**Case Manager**  
*Beginning of the Year Tasks*  
2020-2021

**August 3-August 14**

Completed	Task	Resources	Who
	<ul style="list-style-type: none"> <li>Review assigned students' IEPs in SEC Campus</li> </ul>	Infinite Campus	All Case Managers
	<ul style="list-style-type: none"> <li>Register for SEC Campus Training, if missed summer training opportunity</li> </ul>	Register in Frontline	All Case Managers
	<ul style="list-style-type: none"> <li>Create caseload in SEC Campus by Aug. 11, 2020.</li> </ul>	  Caseload in SEC Campus-.pdf <a href="#">SEC Campus User Guide</a>	All Case Managers
	<ul style="list-style-type: none"> <li>Complete segment reports and turn into IST the week of August 17-20.</li> </ul>	<a href="#">Segment Reports</a>	All Case Managers
	<ul style="list-style-type: none"> <li>Meet with Co-teachers to share student's needs and accommodations in your classroom</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Verify that students' schedules and IEP services match</li> </ul>	Compare IEP to Schedule Let IST know of any schedule discrepancies	All Case Managers
	<ul style="list-style-type: none"> <li>Reach out to all related services providers to ensure all services are correct in IEP</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Notify IST of any Categorical Paras that are listed in the IEP.</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Unique learning and Teach Town Teacher Beginning of Year Guides</li> <li>Create student profiles and administer Benchmark assessments in Unique Learning (REQUIRED for all students on adapted curriculum)</li> </ul>	<a href="#">Unique Learning and TEACH TOWN Teacher Guides</a>	All Program Case Managers
	<ul style="list-style-type: none"> <li>Complete Remote Learning Contingency Plan for each student on caseload (collaborate with other service providers)</li> <li>Collaborate with colleagues to create remote learning schedule that includes additional instruction targeting IEP goals and objectives</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Verify all IEP due dates and eligibility dates for each student on your caseload</li> </ul>		All Case Managers

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	<ul style="list-style-type: none"> <li>Contact parents of each student on your caseload by the end of the first week of school. Establish preferred communication method(s) and provide your contact information.</li> <li>Document contract log on SEC Campus</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>All program classes teachers must complete Zone Schedule</li> </ul>		Program Case Managers
	<ul style="list-style-type: none"> <li>All special areas, general education and special education teachers sign and return the accommodation sheets (All sheets need to be kept in data binder and Infinite Campus)</li> </ul>	<a href="#">Accommodation Teacher Form</a>	All Case Managers
	<ul style="list-style-type: none"> <li>Create Data Binders for caseload (Hard Copies or Electronic Format)</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Work with IST to upload your class list to O365 SEC Specialized Programs Coordinators group</li> </ul>		All Program Case Managers
	<ul style="list-style-type: none"> <li>Complete segment reports and turn into IST by August 20, 2020</li> </ul>		All Case Managers
	<ul style="list-style-type: none"> <li>Review SEC Remote Learning Resources (several of these will be referenced in the required modules during pre-planning).</li> </ul>	LINK: <a href="https://bit.ly/SECRL">bit.ly/SECRL</a>	All Case Managers
	<ul style="list-style-type: none"> <li>For students who are assigned assistive technology, confirm with the parent a. the device is at:               <ol style="list-style-type: none"> <li>home</li> <li>the device is working</li> <li>the student can access any assigned apps.</li> </ol>               If assistance is needed, email your assigned Assistive Technology Specialist.             </li> </ul>		

By signing, you have successfully completed the above tasks. **Due to your IST by August 21<sup>st</sup>.**

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_