

Special Education Beginning of Year Checklist

Case Manager: _____

All Case Managers	Due Date	Special Ed Teacher Initials
Identify your caseload. <ul style="list-style-type: none"> • Work with your Teacher Support Specialist to change case manager to your name in the active IEP in Aspen. • Once the case manager has been updated, the case manager should verify that the service providers are added to the Service Screen, notify TSS if updates are needed. • If you don't have access to the special education view in Aspen, ask TSS or contact the Administrative Projects Liaison for assistance. 	July 29	
Enroll in the DSS Schoology course	July 31	
Read the following information on each of your caseload students: <ul style="list-style-type: none"> • IEP, eligibility, and psychological report. • Review/create the individual Planning Tool (IPT) for each of your students 	Aug 3 Aug 31	
Verify all general education teachers have access to the IEP icon in ASPEN and have reviewed the abbreviated version of the IEP. Discuss and distribute accommodations to all paraprofessionals, as they do not have access to IEPs in Aspen.	Aug 3	
Verify all teachers, administrators, paraprofessionals, specials teachers, and district staff that come into contact with the student have access to the copy of Behavior Intervention Plans (BIPs). Transportation Supervisors will provide current BIPs to Bus Drivers at BOY. Reminder: Teachers are required to provide updated BIPs to all staff, including bus drivers throughout the year.	Aug 3	
Verify all teachers, administrators, paraprofessionals, specials teachers, and district staff that come into contact with the student have access to the copy of Medical Management Plans (MMPs). Transportation Supervisors will provide current MMPs to Bus Drivers at BOY. Reminder: Teachers are required to provide updated medical management plans to all staff, including bus drivers throughout the year.	Aug 3	
Post Notice of Confidential Information on each file cabinet that contains IEPs. File Cabinets must remain locked at all times.	Aug 3	
Verify a Record of Access Form exists for each student's IEP and Psychological. This form must be signed each time a file is reviewed.	Aug 3	
Complete the Emergency Evacuation Plan for SWD who would require assistance with leaving the building in the event of a school-wide emergency.	Aug 3	
Provide a copy of your classroom behavior management system to your TSS and school administrator.	Aug 17	
In Aspen, verify the schedules of the students on your caseload reflect services specified in the IEP; if not, please see your TSS and Registrar.	Aug 17	
Make a positive parent contact for each student on your caseload.	Aug 17	
Provide TSS with a teacher/para schedule (required for each teacher and paraprofessional in the building).	Aug 17	
Update as needed after Labor Day	Sept 8	

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<p>Make contact with all related and itinerant service providers (SLP, OT, PT, DHH, VI) who work with your students. Notify them that you are the caseload manager for the student.</p> <ul style="list-style-type: none"> Coordinate to create a schedule for services for each of your students Share this schedule with your TSS. 	Aug 17	
<p>Review goals and objectives for students on your caseload. Establish a system for collecting data and reporting progress on goals and objectives. (This data will be used for the Progress Reports and provided to parents with report cards.)</p>	Aug 31	
<p>Complete the Marietta Employee Emergency Information form. Send an electronic copy to your TSS.</p>	Aug 31	
<p>Identify a procedure to ensure lesson plans and Individualized Planning Tools are available to all service providers, general education staff, and paraprofessionals who provide support to students.</p>	Sept 14	
<p>Complete the IEP/Re-evaluation Consideration calendar and submit this document to your TSS/DA. *Highlight students whose eligibility will expire by July 31, 2022.</p>	Sept 14	
<p>Related Service Staff</p>	Due Date	Rel. Svc. Provider Initials
<p>Identify your caseload.</p> <ul style="list-style-type: none"> Work with Susan Herr to add your name in the active IEP in ASPEN. <p>If you don't have access to the special education view in Aspen, Contact the Administrative Projects Liaison for assistance.</p>	Aug 3	
<p>Enroll in and can access the DSS Schoology course.</p>	Aug 3	
<p>Review/update Workload Calculation form for SY20-21</p>	Aug 3	
<p>Review SY 19-20 Evaluation/Consult log and identify next steps.</p>	Aug 3	
<p>Review Talktrac caseload and reconcile any differences. Contact the SLP Lead Teacher for assistance.</p>	Aug 3	
<p>When indicated, assist case manager with completing the Emergency Evacuation Plan for SWD who would require assistance with leaving the building in the event of a school-wide emergency.</p>	Aug 3	
<p>Read the following information on each of your caseload Students: IEP, eligibility, and psychological report.</p>	Aug 3	
<p>Make a positive parent contact for each student on your caseload.</p>	Aug 17	
<p>Complete the Marietta Employee Emergency Information form. Send an electronic copy to DSS.</p>	Aug 31	
<p>Complete the IEP/Re-evaluation Consideration calendar and submit this document to your TSS/DA. Highlight students whose eligibility will expire by July 31, 2022.</p>	Sept 14	

Teacher/SLP/ Related Service Provider's Signature

Date

TSS/Lead's Signature

Date