Case Manager

Beginning of the Year Tasks

2020-2021

**August 3-August 14**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed** | **Task** | **Resources** | **Who** | |
|  | * Review assigned students’ IEPs in SEC Campus | Infinite Campus | All Case Managers | |
|  | * Register for SEC Campus Training, if missed summer training opportunity | Register in Frontline | All Case Managers | |
|  | * Create caseload in SEC Campus by Aug. 11, 2020. | ￼    [SEC Campus User Guide](https://employees.fultonschools.org/academics/ss/excepchild/Pages/Default.aspx) | All Case Managers | |
|  | * Complete segment reports and turn into IST the week of August 17-20. | [Segment Reports](https://employees.fultonschools.org/TeamSites/Committee/IST/Pages/Segment-Reports.aspx) | All Case Managers | |
|  | * Meet with Co-teachers to share student’s needs and accommodations in your classroom |  | All Case Managers | |
|  | * Verify that students’ schedules and IEP services match | Compare IEP to Schedule  Let IST know of any schedule discrepancies | All Case Managers | |
|  | * Reach out to all related services providers to ensure all services are correct in IEP |  | All Case Managers | |
|  | * Notify IST of any Categorical Paras that are listed in the IEP. |  | All Case Managers | |
|  | * Unique learning and Teach Town Teacher Beginning of Year Guides * Create student profiles and administer Benchmark assessments in Unique Learning (REQUIRED for all students on adapted curriculum) | [Unique Learning and TEACH TOWN Teacher Guides](https://word-edit.officeapps.live.com/we/Unique%20Learning%20and%20TEACHTOWN%20Teacher%20Guides) | All Program Case Managers | |
|  | * Complete Remote Learning Contingency Plan for each student on caseload (collaborate with other service providers) * Collaborate with colleagues to create remote learning schedule that includes additional instruction targeting IEP goals and objectives |  | All Case Managers | |
|  | * Verify all IEP due dates and eligibility dates for each student on your caseload |  | | All Case Managers |
|  | * 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. * Document contract log on SEC Campus |  | | All Case Managers |
|  | * All program classes teachers must complete Zone Schedule |  | | Program Case Managers |
|  | * 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) | [Accommodation Teacher Form](https://employees.fultonschools.org/academics/ss/excepchild/ProceduresProcess%20and%20forms/Instructional%20Accommodations%20Cover%20Letter%20to%20Teacher.pdf) | | All Case Managers |
|  | * Create Data Binders for caseload (Hard Copies or Electronic Format) |  | | All Case Managers |
|  | * Work with IST to upload your class list to O365 SEC Specialized Programs Coordinators group |  | | All Program Case Managers |
|  | * Complete segment reports and turn into IST by August 20, 2020 |  | | All Case Managers |
|  | * Review SEC Remote Learning Resources (several of these will be referenced in the required modules during pre-planning). | LINK: bit.ly/SECRLL | | All Case Managers |
|  | * For students who are assigned assistive technology, confirm with the parent a. the device is at:   a. home  b. the device is working  c. the student can access any  assigned apps.  If assistance is needed, email your assigned Assistive Technology Specialist. |  | |  |

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

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