**IST End of Year Checklist**

May 11

May 12

May 13

**IST Name: School: Check-Out Date:**

The following checklist needs to be completed to ensure the on-time completion of tasks

and submission of required documents. The IST End of Year Checklist pages 1 and 2 will be submitted to the Compliance Coordinator/Program Specialist at IST checkouts on May 11, 12, 13.

By **April 30**, complete ESY Student Spreadsheet (see 3/2 IST meeting).

By **May 3**, continue to update **Eligibility Timeline Logs** to reflect updated information for evaluations.

By **May 7**, all **SY 21-22** Transportation Forms for **matriculating** students **MUST** be completed and locked in SEC Campus.

 By **May 7**, Verify ALL matriculating students name on Transportation Report.

By **May 7**, verify that ALL events in SEC Campus through May 1 have been locked for every student to include: IEPs, Progress Reports, BIPs, Eligibility Reports.

**By May 7th**, collaborate with CTI Teacher to mark current and incoming CTI students for the 21-22 school year on IST tab.

By **May 7,** verify that all Case Managers have entered information into the Infinite Campus Contact Log for ALL students on their caseload. This would also include uploading additional supplemental documentation, if applicable.

By **May 7**, check out all Case Managers.

By **May 7**, verify that Psychological Reports for students with evaluations this year have been uploaded.

 By **May 10**, all annual reviews from August- October 1, 2021, should be finalized.

By **May 13, all Summer Evaluations** are due (at your EOY Checkout). Only folders that have consents signed, dated, and received on April 29, 2021 or later will be accepted for summer testing.

**By May 27,** check material in Lindamood-Bell kits and ensure they are stored securely in teacher’s classroom or IST office.

**The following items MUST be uploaded to IST Team Site prior to your scheduled check-out time with a Compliance Coordinator or Program Specialist:**

RST Verification Report for SY 21-22 for your school with all student’s identified.

 AT Current Use forms for all applicable students.

 SEC Campus Projected Eligibility Meetings Report SY2021-22 listing all eligibilities due between 5/26/2021

 and 10/1/2021.

 End of Year Case Manager Checklists for all case managers.

**IST End of Year Checklist**

|  |  |
| --- | --- |
| **Yes** | **No** |
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|  |  |
|  |  |

**Questions to answer at Check-Out:**

1.Are all RDR Meetings held and evaluations completed for students with eligibilities due on or before 9-19-2021?

2. Are all RDR Meetings held for students with eligibilities due between 9-19-2021 and

10-1-2021?

3. Do you have pending Eligibility or IEP meetings between Check-Out Day and the end of

 the school year?

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| --- | --- | --- | --- |
| Student Name: | Elig or IEP? | Date of Meeting: | Legal? |
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| --- | --- |
| **Yes** | **No** |
|  |  |

Principal’s Signature or an email from your principal prior to check-out to indicate awareness of pending meetings. Email should be uploaded to checkout folder.

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

5. Have all Student Record and Student Class errors related to Special Education in ETCH been

corrected or emails from Compliance Data Team related to errors been addressed?

**If there are remaining errors, list them below:**

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |

 6. Do you have students with Categorical Paras at your school?

 If Yes, please complete the chart below:

|  |  |  |
| --- | --- | --- |
| **Student First and Last Name:**  | **Cat Para First and Last Name:** | **Projected School for 2021-22:** |
|  |  |  |
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7. What is the location of Data Binders for students continuing at your school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Where is the KTEA-3 stored in your office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ESY Students:**

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| --- | --- | --- | --- | --- |
| **Name:** | **IEP:** | **Lesson Plans:** | **Data Collection Tools:** | **Materials/Manipulatives** |
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**IST Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Submit this page by email to both your Compliance Coordinator and Program Specialist***

***no later than May 26, 2021.***

**Important Dates After Check-Out:**

By **May 7**, notify parents of ESY locations (specific instructions will be provided at meeting on 4/13).

By **May 14**, all IEP Objective Data Points must be updated, and Progress Reports finalized.

By **May 14**, upload ESY lessons and materials to the appropriate ESY folder for each ESY student at your school (specific instructions will be provided at meeting on 4/13).

By **May 20**, if you can arrange to transfer files, data binders, and equipment, etc. to receiving school for students who have placement changes, please do so; otherwise, please set aside and label these items for pre-planning delivery.

By **May 26**, all Eligibilities and IEPs must be finalized in SEC Campus.

By **May 26**,2021, upload the following items to your *End of Year* Folder in **IST Team Site > EOY > School Folder** using the appropriate naming conventions.

 Updated Projected Initial Eligibility & Projected Reevaluations Report to list all eligibilities

 due through 10/1/2021.

Updated Projected Annual Reviews Report IEP Meetings Report to list all IEPs due between 5/26/2021 thru 10/1/2021.

List of important meetings to schedule or hold during preplanning/month of August (eligibility meetings, follow-up IEP meetings, team meetings for example).

List of unique building needs/situations: AT, SST events in progress, etc.

List of BIPS in building to be implemented in August 2021.

Special Education Master Schedule for SY2021-22; Projections sheet.

By **May 26**, complete Timeline Log to list all eligibility events that occurred.

By **May 26**, all uploading to SEC Campus must be completed.

By **May 26**, verify that all pending meetings at IST Check-Out have been completed and locked.

By **May 26**, submit all Disciplinary Compensatory services letters to IST Team Sites.

**IST Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IST End of Year Checklist**

**Document Upload**

**Naming Conventions**

All forms listed below must be uploaded to the IST Team Sites link prior to check out with your assigned Coordinator/Program Specialist.

**Math Matrix- (For 8th Grade students)**

* Lastname.Firstname\_Mathmatrix\_21.22

**Projected Eligibility Meetings**

* Lastname.Firstname\_ProjectedInitialEligibilitymeetings\_21.22

**Projected IEP Meetings**

* Lastname.Firstname\_ProjectedAnnualReviewmeetings\_21.22

**Transportation**

*RST Verification Report* for your school

* Schoolname\_SY21.22

**Principal Signature**

* Schoolname\_principalsignature2021