SPECIAL EDUCATION TEACHER

END OF YEAR CHECKLIST

The following items are required to be completed by each Special Education Teacher. **Documentation is to be submitted to Special Ed. Lead Teacher (HS) or SDIC (ES/MS) before the last day of post planning.** Special Ed. Lead Teachers are responsible for reviewing & turning checklists with supporting paperwork into the Special Education Office to their SDI by last day of post planning.

\_\_\_\_\_\_ All outstanding due process records completed and finalized. (IEPs, RDRs, ADD Sheets, etc.)

\_\_\_\_\_\_ Make sure all students have Psych (if applicable) and ER uploaded in GO.

\_\_\_\_\_\_ For all students who have transferred into Glynn County from another county or state this school year, make sure a Consent for Services was signed and uploaded. If not, get one signed and upload.

\_\_\_\_\_\_ Annual reviews completed for students that will be due prior to October 7, 2021.

\_\_\_\_\_\_ RDRs for students that will be due prior to January of next year.

\_\_\_\_\_\_ All Special transportation request forms needed for 2021-for the following year, **with current addresses listed**,

* **Write the date for the next school year on top of form**
* **Turn in to Lori Marler, Sped Secretary.**
* **Be sure** **the correct school is listed if the school site is changing for next year.** *(if student is 5th grade, be sure the middle school is listed and not the elementary school, etc)*

\_\_\_\_\_\_ Equipment checked out from AT Lab in teacher’s name should be returned to Kelly Roberts at RAX.

*Please let Sped Office know if student needs equipment for ESY or Summer School*

\_\_\_\_\_\_ Upload progress monitoring that supports progress notes (beginning and end data points) for each goal

*Documents from teacher file may be shredded once uploaded*

\_\_\_\_\_\_ If KTEA or KBIT have been given, scan score summary only and upload to GO.

*Protocol should be stored in the Guidance file.*

\_\_\_\_\_\_ Progress reports need to be inactivated or completed before the end of the year.

**HIGH SCHOOL ONLY:**

\_\_\_\_\_\_ Contact Information forms for students on caseload graduating

\_\_\_\_\_\_ Summary of Performance (SOP) completed for all graduating seniors on caseload.

\_\_\_\_\_\_ Student received a copy of most recent: IEP, Psychological, Eligibility, SOP

\_\_\_\_\_\_ Complete Prior Written Notice for all students graduating or aging out, be sure to upload **(NEW PROCEDURE)**

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Special Ed. Teacher’s Signature School Admin (ES/MS) or Lead Teacher (HS)