

TO DO LIST (2016-17)

Before Students Arrive

- Ensure that a paper copy or electronic access of the IEP is provided to the student's teacher(s) and related service provider(s) specifically responsible for implementing an accommodation, program modification and/ or service (CHAPTER 408)
 - Teachers and related service providers sign for receipt of IEP
- Provide the opportunity for each paraprofessional supporting a student to review and have on-going access to the IEP
- Ensure that teachers, related service providers, paraprofessionals and other specific school support personnel are informed of their responsibility relating to implementing the IEP
 - Teachers, related service providers, paraprofessionals and other specific school support personnel sign that they have been informed of their responsibility
- Check that all students are part of Shared Instruction
 - Give Shared Instruction directions to District 1-32 school
- Add names of students to caseload in SESIS (if not listed)
- Ensure transportation is in place with District 75 school
- For incoming 9th grade high school students participating in standardized assessment, Ensure that their schedules reflect required classes for graduation
- For incoming 9th grade high school students participating in alternate assessment, Ensure that their schedules reflect age-appropriate, grade level, academic classes and electives

First 2 Weeks of School

- Ensure that all students are admitted to your District 75 school
- Introduce new District 75 staff to District 1-32 personnel
- Explain District 1-32 school's behavior plan to students, District 75 staff and families
- Forms
 - Collection of forms for District 75 and District 1-32 schools
 - Emergency contacts
 - Lunch

- Transportation
- _____
- Follow procedures for submission of forms (See Paperwork Distribution List)
- Medical issues
 - Obtain medical alerts from District 75 school
 - Arrange for medication needs with both schools
 - Procure other special needs from the District 75 school
- Chain of communication for emergencies
 - Familiarize self and District 75 staff with District 1-32 school's Safety Plan
 - Establish procedures in case of emergency
 - Share with all members of team (See Paperwork Distribution List)
- ENCOUNTER ATTENDANCE
 - Ensure that all students are on your caseload on SESIS
 - Add any new/ omitted students' names to caseload (if not previously completed)
 - Record services in Encounter Attendance
- IEPs
 - Check Recommended Services to Ensure that all IEPs reflect SETSS services
 - Prior to their working with the student, Ensure that a paper copy or electronic access of the IEP is provided to the student's teacher(s) and related service provider(s) specifically responsible for implementing an accommodation, program modification and/ or service (See **Before Students Arrive**)
 - Teachers and related service providers sign for receipt of IEP
 - Provide the opportunity for each paraprofessional supporting a student to review and have on-going access to the IEP
 - Ensure that teachers, related service providers, paraprofessionals and other specific school support personnel are informed of their responsibility relating to implementation of the IEP

- Teachers, related service providers, paraprofessionals and other specific school support personnel sign that they have been informed of their responsibility
- Confirm related services and coordinate with schedules
- Verify Recommended Service mandates
- IEP-At-A-Glance
 - Completed for all students. Include:
 - Students profile
 - IEP goals
 - Support needs
 - Related services
 - Medical alerts
 - Test accommodations/ alternate assessment criteria
 - Hopes and dreams
 - Distribute IEP-AT-A-GLANCE (See Paperwork Distribution List)
- SCHEDULES
 - Create schedules based on Recommended Services for:
 - Students
 - For high school students participating in standardized assessment, Ensure that schedules reflect required classes for graduation
 - For high school students participating in alternate assessment, Ensure that schedules reflect age-appropriate, grade level, academic classes and electives
 - Paraprofessionals
 - SETSS provider
 - Related Service provider(s)
 - Distribute all schedules (See Paperwork Distribution List)

Mid-September to Early October

- BEHAVIOR PLAN
 - Review and communicate (See [Paperwork Distribution List](#))
- ASSESSMENT
 - Review and provide assessment accommodations as per IEP
 - Share accommodations with testing coordinator and teachers
 - Support District 1-32 school in baseline assessments
 - Ensure students participate in local and state assessments
- COMMUNICATION
 - Day-to-day with:
 - All teachers
 - All paraprofessionals
 - All related service providers
 - Families
 - Translator necessary
 - Weekly Team meetings
 - Invite participants □ Define roles
 - Decide on format (rotating or set roles)
 - Set day, time, place
 - Grade Level Meetings
 - Determine dates/ times/ locations
 - Attend
 - Department meetings
 - Determine dates/ times/ locations
 - Attend

February-June

- Orient incoming students to the school
 - Tour with or without families
 - Familiarize with District 1-32 school's schedule
 - Determine and communicate time and place to report the first day of school
 - For students
 - For District 75 staff
- Provide the District 1-32 school with a list of students' names, grades, and OSIS numbers (for the next school year)
- For incoming 9th grade high school students participating in standardized assessment, Ensure that schedules reflect required classes for graduation
- For incoming 9th grade high school students participating in alternate assessment. Ensure that schedules reflect age-appropriate, grade level, academic classes and electives

Paperwork Distribution List

	Student	Family	Paraprofessional	G. E. Teacher	R.S.P.	Administrator (D. 75)	Administrator (G.E.)	Dean	Sp. Ed. Coordinator (G.E.)	Program Supervisor (D. 75)	Main Office District 1-32	Person hiring substitutes	Responsible Staffing Position (D. 75)	Responsible Staffing Position (G.E.)
IEPs and 408 Forms			<input type="checkbox"/> X	<input type="checkbox"/> X	<input type="checkbox"/> X					<input type="checkbox"/> X			<input type="checkbox"/> X	
Emergency Contacts													<input type="checkbox"/> X	<input type="checkbox"/> X
Lunch Forms														<input type="checkbox"/> X
Transportation Forms													<input type="checkbox"/> X	
G.E. School's Safety Plan	<input type="checkbox"/> X	<input type="checkbox"/> X	<input type="checkbox"/> X		<input type="checkbox"/> X	<input type="checkbox"/> X				<input type="checkbox"/> X				
Students' Schedules	<input type="checkbox"/> X													
Paraprofessionals' Schedules	<input type="checkbox"/> X													
SETSS Schedule	<input type="checkbox"/> X													
IEP@ Glance	<input type="checkbox"/> X			<input type="checkbox"/> X										
Student Behavior Plan	<input type="checkbox"/> X			<input type="checkbox"/> X										