

TO DO LIST

Before School Starts

- Add students on caseload in SESIS to enable access to new students' IEPs
- Orient incoming students to the school
 - Tour with or without families
 - Familiarize with community school's schedule
- Determine and communicate time and place to report the first day of school
 - For students
 - For District 75 staff
- Insure transportation is in place with District 75 school
- Obtain supply list for students
- Provide community school with a list of names, grades, and OSIS numbers
- Give Shared Instruction directions to community school
- For High School students participating in Standardized Assessment, insure that schedules reflect required classes for graduation
- For High School students participating in Alternate Assessment, insure that schedules reflect age-appropriate, grade level, academic classes and electives

First 2 Weeks of School

- Introduce new District 75 staff to community school personnel
- Explain community school's behavior plan to students and staff
- Forms
 - Collection of forms for District 75 and community school
 - Emergency contacts
 - Lunch
 - Transportation
 - _____
 - Follow procedures for submission of forms
 - To the District 75 school
 - To the community school
- Medical issues
 - Obtain medical alerts from District 75 school
 - Arrange for medication needs with District 75 school

- Procure other special needs from District 75 school
- Record services in Encounter Attendance (SEIS)
- Chain of communication for emergencies
 - Establish procedures in case of emergency
 - Write & share with all members of team
 - Students
 - Families
 - Paraprofessionals
 - General education teachers
 - Related service providers
 - Deans

Mid-September through Early October

□ SCHEDULES

- Create schedules based on Recommended Services
 - Students
 - Paraprofessionals
 - SETSS
 - Related Service
- Distribute schedules to:
 - Students
 - Paraprofessionals
 - Related Service
 - Deans
 - Principals (both schools)
 - General education teachers
 - Site's assistant principal for special education
 - Program's supervisor/ contact
 - Main office
 - Person who hires substitutes
- Post all schedules

□ IEP-AT-A-GLANCE/PRIORITY MATRIX

- Completed for all students
 - Service Mandates

- IEP goals
 - Behavior management needs/ plans
 - Test accommodations/alternate assessment criteria
 - Medical alerts
- Distribute IEP-AT-A-GLANCE/PRIORITY MATRIX
 - Students
 - Families
 - General education teachers
 - Paraprofessionals
 - Related service providers
- **BEHAVIOR PLAN**
 - Review and communicate with:
 - Students
 - Families
 - Paraprofessionals
 - General education teachers
 - Related service providers
 - Deans
- **ASSESSMENT**
 - Review and provide assessment accommodations/adaptations as per IEP
 - Share accommodations/adaptations with testing coordinator and teachers
- **COMMUNICATION**
 - Day-to-day with:
 - All teachers
 - All paraprofessionals
 - All related service providers
 - Families
 - Emergency contact cards
 - Translator necessary
 - Weekly Team meetings
 - Invite participants
 - Define roles
 - Decide on format (rotating or set roles)
 - Set day, time, place