

DISTRICT 75 & CSS ADMINISTRATIVE TIMELINE

ADMINISTRATIVE ITEM	DUE DATE	FOR....	POPULATION
Related Service Provider Schedule with Mandates as per IEP	*1 st submission is due on Sept. 26 th . Submit by the 15 th of October, December, February, May and throughout the year as changes occur	Related Service Coordinator, Speech Supervisor, Clinical Record Book, Schedule posted in room/on door	All
Mandate Modification Form	Completed after Annual Review, Requested Reviews and throughout the year as changes are made	Speech Supervisor, Clinical Record Book	All
End of Year – Student Outcomes	Completed by June	Speech Folder	All
Clinical Record Book	Organized by end of September with ongoing updates	S/L Provider, Speech Supervisor	All
Professional Log	Organized by end of September with ongoing updates	S/L Provider, Speech Supervisor	All
Individual Education Plans	Due annually as per school schedule or as requested. IEPs should be completed in SESIS	Speech Folder, Classroom Teacher, Site Coordinator	All
S/L Evaluation Forms <ul style="list-style-type: none"> • Cover Page & Narrative • Progress Report 	Due for triennial reevaluations or requested reviews Required to substantiate all S/L mandate changes – i.e., frequency, duration, group or terminations	Speech Folder, School Psychologist, Site Coordinator	All
<i>AS NEEDED</i>			
AAC Evaluations (ATEA)	As needed	Speech folder, School Psychologist, ATC	Students in need of individual communication devices
Students' Communication Systems Form	Completed by end of Oct. and updated throughout the year as changes occur	S/L Provider, Classroom Teacher, posted in classrooms	Students in need of AAC supports
Mealtime/Feeding Plan	Ongoing	Speech Folder, Classroom Teacher, Mealtime Management Staff	Students with oral stimulation and/or feeding needs