

END OF TERM PROCEDURES

In order to end the year efficiently and ensure smooth transitions for Chapter 683 and ensuing Fall semester, please adhere to the following guidelines.

➤ **Confidential Speech Record Folders**

Please take the time to organize the contents within each folder, e.g., IEPs, progress reports/evaluations, test data or any collected student performance data/SSP graphs. The most current information should be placed in the front of the file. Complete the outside of the folders by filling in the requested information, then store the files in a secure location.

➤ **Clinical Record Book/Plans/Schedules**

These should be stored/filed in a secure location for seven consecutive years.

➤ **Instructional Materials**

Materials obtained via CSS or Teacher's Choice monies are not to be removed from the school premises without prior supervisory approval. In general, these items are to be safely stored in the school to which you are assigned. Please advise a colleague or building administrator of their location. If your building is relocating or access to safe storage space is an issue, devise an alternative plan and consult with your supervisor.

➤ **Encounter Attendance**

Student attendance will be tracked by all speech providers via SESIS/ Encounter Attendance.

➤ **Transferring or Aging-Out Students**

Confidential speech folders should be added to the students' educational files so that the information is centrally available when the records are requested. Note that S/L progress reports are usually requested for all aging-out students. Ensure that a current S/L progress report is included in the student's file for the receiving school. Please evaluate all speech mandates and initiate any needed modifications at your level as part of the students' transition process.

➤ **End of Year Summary - Student Outcomes**

Complete or update the End of Year Summary – Student Outcome Sheet for each student on your caseload and place in the student's speech record folder.

➤ **Chapter 683 Responsibilities**

Coordinate a packet of information for each student who will be attending the Chapter 683 program. Include: a) a copy of: their End of Year Summary – Student Outcomes, b) IEP S/L goals, and c) for nonverbal students/AAC users, ensure that their communication displays/AAC systems accompany them during for their summer program. Place the information in a folder along with a copy of your May/June caseload list. Forward the packet to the appropriate Chapter 683 building. This process is especially important for S/L providers who will not be working with their students during the summer.

If you have any questions, please contact your supervisor. We thank you in advance for your cooperation. Enjoy your summer!