

Beginning of the Year To-Do List

I have completed the following...	Yes	No	Comments
Virginia IEP			
All of my students are assigned to me as primary case manager in VA IEP.			
All VA IEP documents are locked with parent consent			
I know when all my students' triennials and IEPs are due.			
I have printed IEP-AT-A-Glance forms for each student.			
I have been to VA IEP, pulled up each student, checked the "Details" tab to ensure the parent is checked as "Guardian" as only parents noted as guardian will receive emails from EdPlan Connect.			
Student IEPs			
I have a signed, current IEP for each student on my caseload.			
I have reviewed the IEPs of each of my students and determined the need (if any) for amending the IEP and scheduled those meetings.			
I am aware of any related service each of my students requires.			
Communication			
I have shared the IEP-AT-A-Glance forms with appropriate school staff (teachers, assistants, related service providers, and others responsible for the implementation of IEPs).			
I have checked with the appropriate related service provider to determine when services will begin.			
I have developed a means of documenting contacts made with parents.			
I have contacted parents for email addresses and have entered these into VAIEP.			
Classroom			
I have begun organizing for the Collection of Evidence for any student assessed by any means other than an SOL.			
I have developed a daily schedule to ensure student services are provided based on each student's IEP.			
I have a set time in my schedule for collaborative planning for inclusion/co-teaching classrooms.			

Case Manager

Date

Principal/Designee

Date

Return to Karen Adams at Central Office by August 31.

Teacher Checklist for EOY Checkout

Special Education Case Manager	School
✓	All special education teachers are required to complete the following before leaving for summer. Check each item as it is completed, review with your building administrator, and send form and any other requested items to Central Office.
	A copy of your current caseload printed from Virginia IEP to Reva
	Copies of signed, completed IEPs to Reva for all students (if not already done)
	Provide parents copies of IEPs for all students (if not already done)
	Original IEPs filed in the cumulative files at school for all students
	IEP Report Cards for Quarter 1, 2, 3, and 4 in cumulative files for all students
	Exit forms for all graduating seniors to Reva
	All documentation for locally verified credits in cumulative files (CA eligibility, request for waiver, locally verified credit forms)
	Indicator 13 forms for students 14 and older to Paulette
	Return all technology to ITRT in your building (Leave desktop computers in place)
	Return assistive technology devices to Karen
	Return audiometers, Brailers, walking canes, etc. to Reva
	For those leaving the division, return Special Education Handbook to Reva
	Summer contact information form to Reva

Signatures of Completion

Case Manager Signature	Date
Principal/Assistant Principal Signature	Date