

Special Education Monthly “To-Do” List

Example: Jefferson SD

August

- Transportation Requests
 - add/sub students
 - fax 1st Student w/new requests
 - add to Tienet – Service Summary page
- IEP Program
 - Training
 - Schedule training for New Staff
 - Change student caseloads for Case Managers
 - Add/Sub staff members—update profiles & Caseloads
 - Assignment list for staff from each building
 - Request student schedules from Middle school (High School 2nd week of school)
 - Run reports
 - IEPs due by 12/02 - Census
 - Calendar 2015-16 school year
- Schedule SpEd meeting if needed with case managers / Sped Instruction Asst.
- Inter-District Transfer Requests – any Sped students on list
- IDEA Letter of Agreement
- Trainings
 - SPR&I- Register – Fall Trainings
 - IEP Program – reminders for case managers if any current updates/changes
 - ODE/SECC
 - COSA SpEd Conference- check COSA calendar for registration
- MANDT Training for new staff – send list of all staff to office managers – give Michael list of staff that need to attend so he can decide when they will go
- Procedure Safeguards
 - Print Procedure Safeguards for 2015-16 –get count from Tienet
- Make new folders for school year
 - Check ODE to check for any reports that didn't get done
 - Temp SpEd I.A's—communicate with employee, principals, office managers regarding time card issues.
 - Review requisitions: submit to HR
 - Order Woodcock Johnson IV- Cognitive Abilities testing protocols
 - Start Budget changes – excel spread sheet
 - LSP

September

- Stand Ready Letters
 - Check with Case Managers, if any
- Request student schedules from Middle/High School (2nd week of school)
 - Make caseloads for all regular ed. Teachers in IEP Program (?)
- Post School Outcomes Interviews
- CEIS (due Oct.)
- Specialist Calendars
 - ASD
 - Behavior
 - Speech/Language
 - Nurse (?)

- Sped IA Schedules
 - Get schedules from office managers
- SPR&I Fall Training

October

- Private School Enrollment Report Due
- 1st Quarter Discipline Report for each building
- B9/B10 report
- SPR&I Fall Trainings - registration
- Review Service Plan and write requisitions for expenditures
 - ESD-Local Service Plan

November

- Mail Private School Data Form to ODE
- Time Certification
 - November/April
- Start working on December Census
 - IEP Program Error Report
- SPR&I - B11
- Register for Census submission at ESD

December

- December Census DUE!!!
 - ESD to submit report
- Go on SPR&I Dashboard and look at files for PCR review

January

- Schedule Extended Assessment Training
- PCR File Reviews
- 2nd Quarter Discipline Report
- Get 2nd Semester student schedules
- Update teacher caseloads in IEP Program for 2nd semester
- High Cost calculations for prior year
- High Cost submission

February

- Kinder Transitions
 - Schedule for May
 - Get list of students
 - Who we invite & where to be held
- Extended Assessment Trainings
- Extended Assessment List from Case Managers
- Extended Assessment Opens
 - Input all student info and print materials for case managers
- Run Local Service Plan Speciality Areas - Use Re evals due for next school year report
 - Evaluations due for Psych, Nursing, ASD, OT/PT for next school year

March

- Time Certification
- Remind staff: No In house SpEd referrals after April 1st
- Prep for Local Service Plan meeting
- Make sure High Cost has been submitted

April

- 3rd Quarter Discipline Report
- Set meeting for building transitions
- Sped Report Card
 - Due May 20th
- Local Service Plan meeting
- Extended Assessment: Closes
- Input all student Extended Assessment data to ODE and submit
- Spring Webinars – June Exits, Child Find, PSO Reports

May

- June Exit/Child Find Collection Opens
 - Run reports for Exits & Child Find
- Post School Outcome List available
- Kinder Transition Meetings
- Building Transition Meetings
- Extended Assessment data entry Closes
- Local Service Plan – Finalize
- IDEA – Annual Application for Federal Funds due
- Set SPED meeting for August
- IA Meeting if needed
- Submit SPED Report Card to ODE by the 20th
- Discipline Collection Opens
- Medically Fragile Services Collection Opens
- Physical Restraint & Seclusion Collection Opens
- Inter-district Transfer agreements

June

- June Exit/Child Find reports DUE!
- Medically Fragile Services: Nurses and Students Report DUE!!
 - Call WESD nurse for counts if we have any students to claim
- Physical Restraint & Seclusion DUE!!
- Mandt Training – check for training calendar
- IEP Program
 - Case Manager case load changes – Run report: Excel for Annual & 3yr Re-Evals for next school year
 - Run reports
 - Doc status to finalize all reports
 - IEPs due in September list
- Clean filing cabinet
- New folders for school year
- My calendar for 2015-16
- Procedure Safeguards
 - Print 2015/16 (if available) if not wait until August
- Woodcock Johnson IV- Cognitive Abilities Testing Protocols
 - Get count from case managers – order in August
- Transportation Requests – Make list of students needing transportation requests for next school year
- Submit Physical Restraint & Seclusion to ODE
- Discipline Incidents Report submitted to ODE
- Check SPR&I Indicators