Special Education Staff Quarter 3 Checklist

1. **TOR Reminder**: Be sure to send a copy of the finalized IEP to a student's supporting staff: SLP/OT/PT, when applicable.

2. **TOR Reminder**: If you have not already done so, please begin holding summer annuals as soon as possible.

3. **TOR Reminder:** Place a copy of all finalized IEPs in the student's CUM file.

4. **Attention All Staff:** You may get an email from Indiana Mac to do a moment in time survey or email. These are legitimate emails and need to be completed.

5. **Attention All Staff:** If you have any outdated IEPs or other confidential material that you need to have shredded, please box the documents up and send them to Studebaker to be shredded.
   a. **Please note:** You must follow your building's protocol for submitting a move order to have these boxes sent to Studebaker.

6. **Teachers:** Please make sure that you consult with your school psychologist, SLP, OT, PT, or CAT team member prior to requesting a reevaluation for any of your students. If a reevaluation is recommended, please verify with him/her that you have checked the correct evaluation option at the bottom of the existing data tab in IIEP.

7. **Reminder:** Invite the receiving school to the annual case conference for students who:
   a. have been accepted to Magnet School Programs
   b. are transitioning from one school to another (SNAP to Primary, Primary Centers to Intermediate Centers, Intermediate Centers to High Schools), or
   c. have been accepted to another school via Open Enrollment.

8. **Review** testing accommodations for all students and determine if all accommodations are needed. Please remember to address paper/pencil accommodation for state assessments, if needed. Do an IEP revision if changes need to be made.

In order for all of our students' testing accommodations to be available to them for the IAM and ILEARN testing, please note the following guidelines:

1. On the Accommodations Tab of IIEP, click on Daily Accommodations, and select all the appropriate accommodations for the student.
2. NOTHING that is entered into the Additional Accommodations text box will be available as an allowed testing accommodation.

3. You MUST also click on Assessment Accommodations, where all of your Daily accommodations will appear. You may add or delete accommodations at this point.
4. When you are finished:
    1. You **MUST** click Save and Continue on the Accommodations list
    2. You **MUST** click Save and Continue on the Accommodations Tab
    3. You **MUST** Finalize the IEP
    4. You **MUST** Accept the IEP from the parent.
5. If you make any changes (additions/deletions) to accommodations, go back to step 4 and do ALL of the **MUSTS** again.

    If you do not do the steps above, the selected accommodations will not be available to the student in the ILEARN/IAM system.

    Please review every one of your IEPs to make sure this has been done before ILEARN testing begins.

9. **All Staff: All ACC** (including summer birthday) IEPs are due to the special education office by **Friday, May 15, 2020.**

10. **Reminder:** The annual IEP for any student moving after March 1 is the responsibility of the sending TOR. Please work with the new TOR to schedule the conference after writing the IEP.

11. **Reminder**: If you hold a conference and change a student from diploma to certificate track, or hold a move-in conference for a student that is to participate in the alternate assessment, please notify Marilou Vander Griend (mvandergriend@sbcsc.k12.in.us) as soon as possible so that the I AM assessment can be administered.

12. **Reminder**: Whenever communicating via email, please remember to remain **professional** and maintain as much confidentiality as possible. Emails are considered a part of a student's educational record.

13. **Reminder**: When you revise an IEP to reflect homebound services, do not specifically identify in the IEP the actual times that homebound services will be given. The appropriate place to document this information is in the case conference notes. **The text box in IIEP should reflect the amount of time, not the specific time of day.**

14. **Reminder**: When revising an IEP or updating in preparation for an annual, please remember to **review *each*** text box **in *each*** tab in IIEP. You may also want to consider printing a hard copy and reviewing the document to ensure that you have not overlooked any of the necessary revisions.

15. **Teachers and Psychologists**: Students with the eligibility of Developmental Delay who will turn 9 will have to have their ACC *on or before their birth date* (not just during the month of their birth).

16. **Reminder**: Please do **not** sign a parent's name to anything, including the Notice of Implementation, Medicaid form, etc. when he/she participates via phone.

17. **Teachers New to the Corporation**
    a. Review **The Online Manual**
        i. How to get to the site:
        ii. Go to the South Bend Website
        iii. Click on departments then Special Education Services
        iv. Then click on Special Education in the upper left corner
        v. Special Education Home Page comes up (Bookmark this page!)
        vi. Click on the teacher pull-down menu
        vii. Click on IEP Manual (Bookmark this page!)
    b. **Make** sure to read Teacher of Record Responsibilities