

End of Quarter Checkouts

- QPR's for the Current Quarter
- Every student has a current IEP/MET
- Progress Notes completed for ALL goals. Check A-16a or report #28 under district custom reports in e-IEP Pro
- Student profile in e-IEP Pro has the correct name for case manager
- ESS Roster (aka Kathy's roster) and student list in e-IEP Pro match for your service list. Any IEP shown in green or red on the roster needs to be completed, in force, and locked before leaving for break.
- All e-IEP Pro reports are Clear for A1, A10, A11, G-4, and G-5
- All Compliance alerts are completed
- ESY goals are updated, if needed
- SDI logs are updated (FVA only), and Homebound forms are submitted
- **No formal Checkout Form is required. Reports will be run at the end of the quarter, and email reminders will go out for any end-of-quarter tasks not completed.**

Please reach out to your program specialist if you have any questions.