

 <p>River Bend Education District</p>	<p>RIVER BEND EDUCATION DISTRICT 1315 S Broadway Street New Ulm, MN 56073 ph(507) 359-8700 fax (507) 359-1161</p>
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Beginning the Year

Set up SpEd Forms	Do SpEd Forms Setup Checklist
MA	Look over your caseload and know who receives MA billable services
Double Check Special Transportation	<p>If you have any <u>new</u> students with Special Transportation, complete the District Transportation forms if needed</p> <ul style="list-style-type: none"> • the MARSS person, • transportation person
Schedule Students	<ul style="list-style-type: none"> - Print Workload Analysis (under Reports) * double check with administration and case managers for accuracy - Develop a schedule. - Cross check your schedule with the Workload Analysis
Schedule Paraprofessionals	Make sure to go over all your students plan to make sure that their services are covered
Files	<ul style="list-style-type: none"> • There no longer will be a file in the office other than for testing protocols. • You can develop your working files • Make sure you are uploading all documents that have signatures
Develop Organization System	<ul style="list-style-type: none"> • Develop an uploading system for signed documents • Make sure you are finalizing your work otherwise you will type over and lose due process required paperwork that cannot be recreated.
Make Copies of needed forms	<ul style="list-style-type: none"> - Copy a number of copies of these for yourself to take to IEP meetings. <ol style="list-style-type: none"> 1. Parents Rights and Procedural Safeguards. 2. Approval for staff not in attendance 3. MA release forms
Envelopes	Make sure you have envelopes for all progress reports and IEPs
Releases of Information	Get releases of information for students that you communicate with other agencies on a regular basis (this includes mental health agencies in your building, probation, social workers, etc)

Copy IEPs	<ul style="list-style-type: none"> - Make copies of IEP Snapshot for all students you case manage. - Make copies of either the IEP Snapshot page for Paraprofessionals. Put in a location that cannot be accessed by someone that does not have a legitimate educational reason, but can be accessed by paraprofessionals
Train Paras	<p>Train all paraprofessionals that could work with students you case manage.</p> <ul style="list-style-type: none"> - Share specifics impacting them: accommodations/modifications, goals, interventions to prevent negative behaviors, and opportunities to build independence. <p>If Paraprofessionals have not completed PCA training, have them do so</p>
Complete your Due Process Calendar	<ul style="list-style-type: none"> • Here is a suggestion for how to set up your Due Process Timelines (see document) • Mark your calendar for times in the year schedules change to send out copies of IEP Snapshot
Licensure	<p>For any students you case manage, and you do not have appropriate licensure (i.e. Developmental Delay requires an ECSE Teacher; Autism requires ASD or an ABS license). Make note on your due process calendar and put a sticky note on the file to remind you to include someone licensed to serve that student if you are not that person.</p>
Create Data Collection Charts	<ul style="list-style-type: none"> - Check file for completed data collection charts (put them in your data collection system) - Create charts for any goals that do not have a data chart - Determine a method to measure progress based on each chart

Additional for Birth-3 Teachers

Transition	<p>If a student is turning 2:3 within the year, mark your calendar for the next IFSP or Progress Review meeting to also do the Transition Checklist</p>
Part B Evaluation	<p>For any students turning 2:10 this year, mark your calendar to do a Part B evaluation Evaluation Resources</p>