



**Beginning Of The Year Checklist**

**CHECK**

<b>C a s e l o a d</b>	Update caseload with data base excel document.	
	Strikethrough students to indicate students who have moved/transferred as you have confirmed with classrooms/schools.	
	Check and add new students who have moved or transferred into schools and classrooms that are assigned to you.	
	Verify from the <u>current IEP</u> that all <b>service minutes</b> and <b>ETR/IEP</b> dates are correct and accurate	
	Highlight all changes in the same color.	
	**Return the updated data base excel document to the Heather Ross at hross@laca.org	
	Sign Plan of Cares (POC). If there is no transferring POC please create new.	
	Prepare a welcome letter to parents for each student you are serving (See sample welcome letters in opening day folder)	

**Initial Visit to School Building**

<b>S c h e d u l i n g</b>	Please Introduce yourself and make a connection with the building secretary and principal	
	Inquire and locate a treatment area.	
	Obtain the student class lists, special schedules (art, music, gym, etc.), lunch and recess schedules	
	Collaborate with other Student service providers in the building as to minimize scheduling conflicts	
	Create a schedule using the information above. Include all buildings, student treatment times and indirect times for each day.	
	** Please provide your weekly schedule to the Coordinator of Related Services **	
	Communicate student schedules with individual teachers	
	If changes are needed, please modify and communicate as needed	
	<b>Once your schedule is complete...</b>	
	Send the Welcome Letter home with each student	
	Begin your schedule as close to the first day of school as possible and <b><u>no later than a week after the first day of school.</u></b> If there are highly involved students on your caseload and you can provide support please make these students a priority to see on the first or second day of school.	
	** Be mindful of situations that may need to be addressed within the first week of school such as transition students, early IEPs and ETRs, etc..**	
	Have a great year! Signature of Related Service Provider:	