



End Of The Year Checklist

CHECK ✓

..... All documentation is to be turned in to the Related Service Coordinator before the end of your last work day.....

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Complete all medicaid billing and documentation for the school year.

Make a note of students who are moving/transferring as you have confirmed with classrooms/schools.

Verify from current IEP that all **service minutes** are correct and accurate.

Verify from current IEP that **dates of IEPs and ETRs** are correct for next year.

Email a final caseload (update database) to the Related Service Coordinator

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Clean out current student folders. Folders should **only include** current ETR with assesment forms, current IEP and plan of care.

Gather documentation. **Documentation should include the following:** HBS notes, work samples, progress reports for the year and attendance logs for each student. Paperclip or staple together for each student.

Group all student documentation according to each school district.

Rubberband each school district together with your name, school district, and school year.

Turn in to Related Service Coordinator before you leave.

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Complete and turn in mileage forms.

Complete and turn in all Comp Time forms.

Complete and turn in all Program Logs for the year.

Complete and turn in professional goals for the current year.

All Absences to be reported in Kiosk.

Thank you for a great year! Have a relaxing summer. You deserve it :)

K Robbins 7/10/2017