

SPECIAL EDUCATION TEACHER END OF YEAR CHECKLIST

Due to Special Education Coordinator by _____

The following items are required to be completed by each Special Education Teacher. ***Documentation is to be submitted to Special Ed before the last day of post planning.*** Special Ed. Lead Teachers are responsible for reviewing and turning checklists with supporting paperwork into the Special Education Office by last day of post planning.

- _____ **ADD** sheets on all new students entering for 2017-2018 school year.
- _____ All outstanding due process records competed and finalized.
- _____ All students on current caseload have a current IEP on file at the Special Ed. office and a copy filed in the Special Ed. Teacher folder.
- _____ Annual reviews completed for students that will be due prior to September 15, 2017.
- _____ Learning Plan for each student is completed and turned in to your lead
- _____ All teacher folders for students changing schools are delivered to the lead teacher of the receiving school.
- _____ If you are not returning, please bring all teacher files to the Annex

HIGH SCHOOL ONLY:

- _____ Contact Information forms for students on caseload graduating
- _____ Summary of Performance (SOP) completed for all graduating seniors on caseload.
- _____ Exit Amendments are complete for non-returning students.
- _____ Student received copy of most recent: IEP, Psychological, Eligibility, SOP

Special Ed. Teacher's Signature

Special Education Directors Signature

