

Teacher Checklist

CALENDAR OF COMPLETION DATES FOR THE FOLLOWING FORMS AND ATTACHMENTS

<u>Form / Attachment</u>	<u>Completion Date</u>	<u>Submit To</u>
<input type="checkbox"/> Teacher's Student Folder Monitoring List (Attachment C)	September 13th	Ed. Diag.
<input type="checkbox"/> Student Information/PEIMS Verification (Attachment R)	September 27th	Ed. Diag.
<input type="checkbox"/> Receipt of Required Special Education Documentation (Procedural Safeguards - July 2018 - SEAS)	September 20th	Ed. Diag.
* <u>Medicaid Forms</u> - refer to Medicaid Procedures		
<input type="checkbox"/> Consent to Release Personally Identifiable Information & Access Medicaid Reimbursement (Must be provided in Parent Language)	*September 13 th Only For Notices not secured and all New to District, & Initials	Ed Diag.
OR		
<input type="checkbox"/> Send home <u>Annual Notice of Intent to Access Medicaid Reimbursement</u> (if Consent to Release Personally Identifiable Information & Access Medicaid Reimbursement is already filed.) (Must be provided in Parent Language)	*September 13 ^h Copy of Annual Notice	Do not turn into Special Ed. Office
<input type="checkbox"/> Parent Language Preference (Attachment A)	September 27th	Filed in Campus Folder
<input type="checkbox"/> <u>Accommodations Folder</u>	Beginning of Year	Filed in Campus Folder
<input type="checkbox"/> Verification of Receipt (Attachment N)	Beginning of Year	
<input type="checkbox"/> Coordination Cover Sheet (Attachment L)	Beginning of Year	
<input type="checkbox"/> Coordination of Services (Attachment M)	Every 6 Weeks	
<input type="checkbox"/> Content Mastery Log (Attachment E)	Ongoing - School Year	Filed in Campus Folder
<input type="checkbox"/> Resource - Elementary (Attachment E)	Ongoing - School Year	Filed in Campus Folder
<input type="checkbox"/> Inclusion Log (Attachment E)	Ongoing - School Year	Filed in Campus Folder
<input type="checkbox"/> ARD Progress Report (Attachment B)	Prior to ARD	Turn in with ARD

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Transition (Secondary) – Forms will be submitted with ARD Packet

<u>Form / Attachment</u>	<u>Due Date/Timeline</u>
<input type="checkbox"/> Consent for Disclosure of Confidential Information for Transition (Attachment Fc)	To be submitted with annual paperwork
<input type="checkbox"/> Receipt of Brochures (Attachment F)	Beginning of Year (updated annually)
<input type="checkbox"/> Student Interview (Attachment G)	Prior to age of 14 (updated annually)
<input type="checkbox"/> Functional Vocational Assessment/Teacher Obs. Checklist (Attachment H)	Prior to age of 14 (updated annually)
<input type="checkbox"/> Invitation to Agency (Attachment I)	<u>Send out after</u> the Consent for Disclosure of Confidential Information for Transition services has been secured.
<input type="checkbox"/> Information Regarding Transfer of Parental Rights at age of Majority (SEAS)	Prior to turning 18 (secured during 9 th grade - updated annually)
<input type="checkbox"/> Notification of Transfer of Parental Rights at Age of Majority (SEAS)	After age 18 – (updated annually)