

NAME: \_\_\_\_\_ District: \_\_\_\_\_

## End of Year Checklist

**Please use this spreadsheet for the first 6 topics on this list. Initial each topic in the space included as you complete them.**

### SMEC Spreadsheet

1. List of students on your caseload at the end of the year and their projected curriculum placement for the following year. \_\_\_\_\_
2. List of all evaluations due in the next school year and the date they are due. \_\_\_\_\_
3. List of Students who will graduate. \_\_\_\_\_
4. List of students going from EC to Kindergarten and the school they will attend. \_\_\_\_\_
5. List of students who will repeat a grade. \_\_\_\_\_
6. Current inventory of all curriculums in your classroom. Turn in SMEC reading curriculum, teacher and student books and manuals. Please enter all SMEC curriculum in your possession into the attached spreadsheet. The top row is an example for you to follow. Please scan to Tiffany prior to checkout. Please turn in any curriculum that you do not need for next year. (Please type directly into the attached form and send as an attachment) \_\_\_\_\_
7. Curriculum you would like the consortium to purchase. This includes testing protocols. Please list the vendor, estimated cost and the reason you would like this purchased. (type below)

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8. Transportation request forms on all students that will need to be on a special ed van route. (form attached) \_\_\_\_\_
9. All testing protocols (including all forms) packed up and turn in at your check out. \_\_\_\_\_
10. You do not need to print out the sped data sheets this year. Email Amy before your checkout that you have updated all information and that you have uploaded all signatures, finalized all evals and IEPs. (Initial and date) \_\_\_\_\_
11. Print out and bring all activity logs on students. (OT) \_\_\_\_\_
12. Service provider tracking sheets on all EC, HK and private school students emailed to Amy prior to your checkout. (Initial and Date) \_\_\_\_\_
13. You will receive a summer staff development calendar. \_\_\_\_\_
14. All students on the "new referral" section of spedforms, exited or assigned to a case manager. (Initial and Date) \_\_\_\_\_
15. All student sped files are to be up to date with all current and finalized information and placed in the office. Graduated students must have the file retention policy in the student file. (form attached) \_\_\_\_\_
16. Spedforms are updated with graduated students exited and inactive students are exited. (Initial and Date) \_\_\_\_\_
17. PARs report for the 2<sup>nd</sup> half of the year is complete. \_\_\_\_\_
18. List all staff development opportunities you would like to attend during the next school year. Please list the name of the conference, location, estimated (if you cannot list actual cost) cost, and if you will need a hotel room. Fill out the staff development request form and email to Amy. (type below)

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19. What went well? (type below)

20. What didn't work well? (type below)

21. What could be done to make things better next year? (type below)