

First Week Quick Reference Guide

IEP's & Schedule

- Review student goals
- Review student minutes
- Get general education teachers schedules
- Group students in similar classes and create schedule
 - Schedule reading classes during science, social studies and other "extra" courses
 - Leave time in schedule for observations, testing & paperwork
- Create schedule for the students who need assistance with organization
- Set paraprofessional's schedule
- Create cheat sheet of goals for quick reference
- Meet with teachers to discuss adaptations and modifications. Provide copies.
- Complete IEP/Eval tracking tool

Organization

- Create working folders for each student
- Contact parents – Introduce yourself (if new) and inform them of what classes their children will be taken out of
- Organize binders for centers, activities and games
- Make sufficient copies of testing/assessment/IEP meeting materials
- Create spreadsheets/graphs of weekly assessments (optional)
- Post rules & expectations
- Classroom Behavior plan/management
- What are my program reinforcers?

Substitute Folder

Includes:

- Schedule for teacher and paras– Include names of curriculum
- List of students
- Which students come on their own and which ones to get from classroom
- Behavior plans, fire drills, & lockdowns
- Provide copies of accommodations

Room Organization

Consider:

- Do I have student who are easily distracted by others walking in my room?
- How many students will I have in my room at one time?
- Do I need:
 - A "take a break" area?
 - Independent work area?
 - Reading center?
 - Sensory table?
 - An isolated area for smart board activities?
 - Special chairs, tables, pencil grips, etc. for accommodations?
 - Room for a Paraprofessional to work with students?
 - How many tables/computers are needed?

MARSS

- Go to Special Education Data Sheet
- Confirm or change all drop downs available
 - Economic Indicator can stay empty
- Status Start Date – Day student started services in *current district*. Changes in disability, fed setting, resident dist, etc.
- All changes must be communicated to Amy Wylde

Notes: