

The First 30 Days

1. Records Request/ Actions to Take Prior to School Starting

- Records requests sent to all receiving schools (document 1st request, 2nd request) -check enrollment forms * (After 3rd contact and no response, with documented efforts, contact C. Patton)
- Review all IEP records, ensure all service providers are hired/contracted for Day 1 *
- Obtain Certification to ensure all teachers, related service providers etc. are appropriately credentialed *
- Train all staff on FERPA, 504s, RTI, IEPs and processes (obtain signature pages from training) *
- Distribute all individual student's accommodations/modifications/BIP & Crisis Plans to teachers and have them sign (Receipt of Accommodation Forms) *
- Distribute Accommodation Logs for teacher documentation throughout the year *
- Child Find Procedures published on website
- Medical Homebound contact published on website
- Ensure Enrich Rights for all necessary team members*
- Special Education Policies and Procedures Submitted

2. Day 1- Day 30/ Actions to Take When School Begins

- Contact all New Students with IEPs/ establish 5-day comparable services (as documented in Enrich) *
- Establish Comparable Services Tracking Document (5 and 30 day) *
- Service Logs for all Special Education Teachers and Service Providers in place*
- Teacher weekly schedules reflect accurate service time for each individual student (proportionality)*
- Establish Yearly EFA code procedures with PowerSchool personnel *
- Establish Yearly Discipline Tracking System *

*denotes process that needs to continue throughout the year