

Teacher's Name _____

Teacher's Signature _____

School _____

**Special Education Teacher
Case Management
End-of-the-School-Year Checklist**

Activity	Comments
Students' IEPs and triennial referrals are current *Sandy Williams has been notified of any exceptions	
Medicaid –Parental consent for billing has been obtained and sent to Barbara Lawson	
Evaluation components for which I am responsible are completed *Barbara Lawson has been notified of any exceptions	
Articulation meetings have taken place for all students *Toni Elitharp has been notified of any exceptions	
School-to-school transition rubrics have been received by 13-14 staff	
Assistive technology devices and equipment has been transferred to another school if appropriate, safely stored in the current building or sent to N. Washington Av. office *Dan Butler has been notified of any exceptions	
Extended School Year information has been sent to Vicki Ogle	
Student Files have been updated. (See file set up instruction).	
Teacher Technical devices have been turned in to Tech. dept.	
The most current IEP with All attachments is in the student's Special Ed. File	