**SPED Case-manager Check List**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Type:\_\_\_\_\_\_\_\_\_\_ Meeting Date:\_\_\_\_\_\_\_\_\_\_**

**Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| 3 weeks out | Send teacher input forms |
| 2 weeks out | Follow up on teacher input forms |
|  | Gather data: grades, STAAR scores, progress on current goals, parent concerns, incomplete work, absences, student concerns |
| 1 week out | Write PLAAFP, IEP goals, close out previous goals, archive progress reports, complete Esped Screens below |
| 1-2 Days prior | Print current grades |
| ARD day | **Bring: closed goals, new goals, grades, discipline, STAAR scores, teacher input forms, supplemental aids**  |
|  |  |

**ESPED Screens and Requirements**

**All SPED Teachers**

**The following screens are the responsibility of the SPED teacher to complete prior to each ANNUAL ARD and to report on at the ARD:**

|  |  |
| --- | --- |
| Screen |  |
| **10** | **Development of IEP/Transition****PLAAF:**Contents – EOC information (along with any other info from Teacher input or anything you feel is needed) Functional - (ability to physically function) Behaviors - (study habits/skills, conduct in class, etc.)  |
| **15** | **Goals –**make sure they are measurable and on grade level |
| **16** | **Modifications/Accommodations**Clean up accommodations and make sure they match State Testing accommodations.Monitoring of documentation is required. Removal or addition of accommodations requires documentation. Life Academics- complete Personal Care Supplement |
| **21** | **State Assessments**Complete needed supplements (STAAR- ALT2 or STAAR-A)In the **Notes:** document EOC results, Waivers, Ask for help from ARD Facilitator if needed |
| **22** | **STAAR Accommodations**Clean up accommodations. If student is not taking that EOC or subject, they should not have accommodations listed for it.Verify these accommodations are also listed on **Screen 16: Modification/Accommodation**  |
| **34** | **R11 IEP Services / Supports**Make sure it is accurate with service student needs and you will be providing and documenting.LMS-Content Mastery; LHS-LSC Make sure you are clear on location (GenEd would be inclusion setting and SpEd would be considered Resource setting) |