



Pending documents! Please be sure to go through all your pending documents and **FINALIZE!!** This includes all progress reports that have been completed.

Remember – when you have an Spanish speaking ELL student you need to be sure to print the documents in Spanish **BEFORE** you finalize them and make sure to have both copies in the file (at least one of each) with the English copy signed.

Be sure to keep up on the Compliance Course in Canvas and all the trainings – those will answer a lot of questions regarding current changes to Data Reviews etc.



Service providers – Be sure to put yourself as the current service provider on a students IEP ~ also be **SURE** to remove yourself when you are no longer serving a student. Same with case managers – when you release a student, remove yourself as case manager.

Preschool - remember to contact TCMs for file reviews for files going to kindergarten by March 2nd



REMINDER - File Transfer date is April 24th – all non-special program SPED files are to be to the next school by this date.

Also – be sure to move up IEPs if they are due in May to meet that deadline.

