

Spring Special Education Caseloads Protocol

Initial Draft of Projected Caseloads

- COB Sped Team shares link to school's caseload directly with the Special Education Lead Teacher.
- Special Education Lead Teacher shares the document directly with all special education case managers in the building and the Building Administration.
- All Special Education Case Managers review the caseloads looking for:
 - Accuracy of student placement (ABASE, BBASE, CBASE, Generalist, etc.)
 - Any currently identified students not listed on the caseloads.
 - Any other errors or concerns.
- Special Education Lead Teacher collects the information from the above boxes from each case manager.
- Special Education Lead Teacher shares that information with the Special Education Coordinator assigned to the building by the indicated deadline.
- DO NOT** share caseloads, placements, school moves with parents/others at this time as its only projections and are likely to change between now and May.

Revised Projected Caseloads

- COB Sped Team works through revised projected caseloads with Special Education Lead Teacher.
- Special Education Coordinator will confirm with each Special Education Lead Teacher that the posted caseloads are finalized and ready to be shared.
- Once official approval is received, each Special Education Case Manager directly notifies parents of students who are projected to be at a school outside of their neighborhood school next year.
 - Note: If a parent asks to meet (concerns, questions, etc.) ask parent to contact case manager first, then case manager contacts Coordinator for support.
 - Coordinator, case manager will meet with parents who requests to meet to hear concerns, provide next steps, problem solve as a team.
 - Case Manager consider/plans for any proactive moving up procedures (i.e.: school visit/tour, meeting new case manager, etc.)
- If a school change is occurring for next year, Special Education Case Manager completes a special transportation form in Ed Plan (if child rides special transportation).
 - Special Education Case Manager prints out the special transportation form.
 - Special Education Case Manager provides the form to the Coordinator during on site IEP review.
- Special Education Lead Teacher informs Special Education Coordinator of any questions, concerns or information that arises during the notification process.