

Teacher of Students with Visual Impairments Year at a Glance Checklist

Beginning of the School Year

Office & Planning

- Update/create a VI Program Handbook with VI Program Information
- Ensure you have a current list of Program Contacts (e.g. VI Program, Sp. Ed. Program, etc.)
- Obtain/create Instructional Calendar for the year
- Obtain student calendars (including early release days and testing dates).
- Account for all students on current caseload and create a Caseload Overview
- Ensure you have the current service time from each student's IEP
- Create a Unique Visual Needs page on each student for classroom teachers
- Organize a working file on the student. Include current IEP, current eye reports, current FVE/LMA, Low Vision Evaluation, O&M Evaluation, AT Evaluation.
- Create a draft schedule after obtaining student's schedule.
- Introduce yourself to any new parents via a letter, phone, email, or meeting.
- Touch base with parents you will continue to work with.
- Create a data collection sheet for each student.

At Schools

- Obtain a copy of the student's daily schedule.
- As needed, put student's schedule in an accessible format for the student.
- Meet classroom teachers
- Provide teachers with student's unique visual needs.
- Make a list of possible times to work with the student or to provide consultation.
- Obtain contact information for the teacher, specialists and/or assistants (room number, phone #, email).
- Determine where you will be able to work with the students.
- Deliver VI materials (ex. equipment/optical devices, braille, and/or large print textbooks).
- Find location to store VI materials and how the student will access them if applicable.
- Discuss what academic materials the student will need to access (e.g. texts, online resources, novels, worksheets, PowerPoint, Smart Board, etc.).
- Discuss if there will be use of maps, charts, and graphs that will need adapted.
- As needed, schedule a mini training for the classroom teacher and/or paraprofessional on how to use VI materials and on the adaptation of materials.

Mid School Year

- Complete the Deaf-Blind Census.
- Complete the Quota Funds Registry.

End of School Year

- Order novels and textbooks needed in special format (ex. Large print, pdf).
- Update each student's working file with most recent information.
- Ensure that all AT equipment has been returned and placed in the designated inventory.
- If student's will borrow school purchased materials over the summer, have the family complete a material loan form.
- Organize office and VI storage materials

