

Teacher's Name \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

School \_\_\_\_\_

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

Activity	Comments
<b>Students' IEPs and triennial referrals are current *Terry Edwards has been notified of any exceptions</b>	
<b>Medicaid –Parental consent for billing has been obtained and sent to Tammie Duncan</b>	
<b>Evaluation components for which I am responsible are completed *Barbara Lawson has been notified of any exceptions</b>	
<b>Articulation meetings have taken place for all students *Kay Feely has been notified of any exceptions</b>	
<b>School-to-school transition rubrics have been received by 07-08 staff</b>	
<b>Assistive technology devices and equipment has been transferred to another school if appropriate, safely stored in the current building or sent to Third Street office *Dan Butler has been notified of any exceptions</b>	
<b>Extended School Year information has been sent to Vicki Ogle</b>	
<b>Summer School referrals and student information forms have been sent to Kay Feely</b>	
<b>RFB&amp;D equipment and materials have been returned to Third Street office *Barbara Lawson has been notified of any exceptions</b>	