

**END-OF-THE-YEAR ECKCE PROCEDURES  
2015/2016**

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ 1. **Working files for students** changing teachers/grades must be given to that student's Special Education teacher. If the teacher will be new, please leave files at your building, but indicate to the principal and the Cooperative Office the location of those files.

\_\_\_\_\_ 2. **IMC Materials:** a) Return all materials and tests **to Denise Kraft** before or at check out, unless previous arrangements have been made.

\_\_\_\_\_ 3. **Staff reports, paperwork, etc. to Kelly Schwartz before or at check out:**

a) **All Teachers/Support Staff ----**

**IEP's / Reports/ Forms** --- which are still outstanding

Progress Reports for 4<sup>th</sup> quarter (updated & sent to parents)

List of students on IEPs w/full sped support.

**Do Not update grade level placement** (this will be done later in the summer)

**List of the students who will NOT be promoted** to the next grade.

b) **EC** --- predicted class list for Fall 2016 & list of children screened with the recommendation/outcome

c) **EC** --- list of students going to Kindergarten next fall

d) **EC & SL:** List of students 'entered' & 'exited' in the OWS program

e) **SL/OT/PT: Medicaid Entries**

Log services provided through the end of this school year in the State's on-line Medicaid Recording System

f) **Social Workers:** Logs

g) **Secondary IRR Teachers:**

1) For Graduating Seniors: Enter the Seniors last day of school as the exit date and change status to "G", click on 'save' and that should adjust the # of weeks and end dates in the Service Chart.

2) Print off the Teacher Info. Pages and bring to check-out along w/student's file and the signed Change of Placement form which indicates graduating.

3) Make sure seniors complete Indicator 14

4) Complete SOP and bring copy to check-out

**\*\*\*If you have NO IEP paperwork or IMC materials to turn in, you may fax your check-out sheet to the Coop. Fax 785-594-6815 or email to Kelly Schwartz [kschwartz@eckce.com](mailto:kschwartz@eckce.com).**

**NOTE: IMC materials, all requested material for IEPs and evaluations, and checkout list must be completed and turned into the Cooperative Office before receiving summer checks.**