

Remember you can access active students that you served last year by switching to
"Top-most two records" on the main WebKIDSS menu.

SPED Teacher To Do List/Aug. 2019

FOR YOURSELF

Update your User Profile as needed and change password
WHERE? – Main menu page – Edit User Profile

For EACH STUDENT you're Primary Provider For:
Main menu page – Under Print = LOOK to verify all your student are listed
MISSING STUDENT? Try 'Top-most two records'
THEN *fix* items below

FOR EACH STUDENT

DEMOGRAPHICS PAGE

Update **AUXILIARY** Users as needed (on the right hand side, button Change Access Lists) These would be Principals, Psych, etc. We do not add regular ed. Teachers.
Verify **BLDG** information (school data-Neighbor Bldg.; Respon. Bldg.; & **Assign Child Count=LEA**) **This one gets forgotten ALL the time – have to check LEA #**
Verify **GRADE** level is correct (School Date – Grade)
Enter **Extended School Year** for Summer 2019 (School Data Y/N Questions = Check Y/Yes if attended)

ANTICIPATED SERVICES CHART PAGE

Verify IEP contains **services lines** for **THIS** year & **STARTING DATE** Is Correct
Attendance Building – 1 line MUST be marked **PRIMARY** &
correct building (EC, KG, PC, IC, 1-6, Middle, HS)
(This is what keeps students from showing up under building lists)
Provider – 1 line MUST be marked **PRIMARY** (Student Won't Show For You)
Update **Provider Names** as Needed. (OT, SLP, etc.)
Print **Procedural Dates Report** (THESE ARE YOUR DUE DATES!!!)

PRINT AN ALPHA LIST OF YOUR STUDENTS
& A MIS VERIFICATION PAGE SHOWING
THERE ARE NO VERIFICATIONS –
IF THERE ARE VERIFICATIONS - FIX THEM

Copy & paste each verification onto 1 page to save paper!!
SEND TO KELLY ON/ NOT BEFORE FRIDAY, SEPTEMBER 6.