

Primary Provider Beginning of the Year To Do List

Remember you can access active students that you served last year by switching to “**Top-most two records**” on the mail WebKIDSS menu.

- Update your User Profile as needed and change password (Main Menu page - Edit User Profile)

For EACH STUDENT you're the Primary Provider for:

- Verify all your students are listed (Main Menu page- Print)
- Compare your list to the students' schedules. Make sure push in and pull out minutes are correct.
- Verify that the “Special Education and Related Services” page in WebKIDSS is correct.

If students are missing:

Go to Demographics

- Update Auxiliary Users as needed (Change Access List)
- Verify BLDG information (School Data-Neighbor Bldg; Responsible Bldg; & Assign Child Count= LEA
 - Check LEA #
- Verify GRADE level is correct (School Date-Grade)
- Enter Extended School Year for Summer if applicable (School Data Y/N Question= Check Y/Yes if attended)

Go to Anticipated Services Chart Page

- Verify IEP contains services lines for THIS year
 - Starting Date is correct for all lines
 - Attendance Building is correct for all lines
 - Check you are PRIMARY on at least 1 line
 - Update Providers Names as needed (OT, SLP, etc.)

Last few steps:

- Print Procedural Dates Report (these are your due dates)
 - Be aware of IEP dates in the next month and begin to schedule these meetings with teams and parents
- Print an Alpha List of your students
- Print MIS Verification Page
 - If there are verifications, fix them
- Once your verification page shows NO verifications, scan to Tristan by September 2nd.

