

# Tobin End-of-year Checklist

## SY'2020-2021

Educator Name \_\_\_\_\_ Date \_\_\_\_\_

All educators are required to complete the following tasks prior to the end of the academic year ending June 19, 2020. Educators will secure a check and signature from designated office staff for each task.

### Submit to Administrative Assistant (Ms. Moore/Mr. Toledano sign-off)

- Summer contact information
- Educator mailbox emptied and clean
- Classroom keys on last day of school

### Submit to Community Field Coordinator (Ms. Kinney sign-off)

- Cumulative Records Complete including:
  - Student Record Personal Information is accurate (School, name, Student #, biographical data, School name, date of admission, SWD status, HR, address, phone number)
  - Copy IEP/504 for students receiving services as a result of a core evaluation
  - Copy of emergency form with current phone numbers is included in all cumulative record folders for SY'2020-2021 classes
- Subfolder pick-up from main office

### ASPEN Gradebook, Attendance, ELD Folders (Mr. Holly sign-off)

- Parent Family Packets complete (intro letter to family, supply list, main office memos) based on new class rosters and ready for mailing in sealed envelopes with Tobin address stamp upper left corner for mailing including provided in lobby week of June 8, 2020
- Student grades complete for all semesters and marking terms including updating NC's at the end of the Spring semester and 4<sup>th</sup> marking term
- Student Attendance data is up to date on ASPEN
- Class/Homeroom Lists on record
- \*ELD Updates based on Spring 2020 ACCESS, MAP Fluency/Growth, classroom level assessments
- \*FLEP reclassifications and Monitoring Academic Progress of Former EL/Opt-Out/K-NLEP Students
- \*ELD folder is up-to-date in accordance with ELD Folder checklist and \*(verified by ETF Ms. Connolly)

### Special Education Compliance Reporting for IEP/504/FBA's etc (Ms. Grinley, SESS Coordinator)

- All Progress Reports entered in Ed Plan
- All Special Education & Student Service Assessments in the area of Suspected Disability Reports complete
- All Annual Review Related Service Reports completed
- All Educational Assessments Part A & Part B Reports completed

### Classroom Space, Lockers (Mr. Toledano/Mr. Holly)

- All student and educator desk are empty and clean
- All student cubbies, bookshelves, and lockers are empty and clean
- All anchor charts, posters etc are removed from walls, windows and shades
- All school purchased books are inventoried, boxed up and secured in classroom closet
- All classroom furniture labeled with room number
- Bulletin boards, white board are clear and clean
- Hallway clear in front of classroom door(s)

### Instructional Technology Equipment (Mr. Toledano/Mr. Holly)

- Chromebooks,  Touchscreen laptops  ELMO inventoried and secured
- ACCESS/MCAS Headphones (TTS) returned and secure
- LCD and all computer keyboards, mouse pads secured in locked closet