

Checklist for the First Week of School

If you have multiple schools- repeat for each site

- Meet and introduce yourself to the principal and secretary. Remember the school secretary will be your best ally in the school- from helping you print resources to assigning you a space to work or store materials!
- Get access to WiFi, printer/ scanner/ photocopier
- Find the sign-in and sign-out sheet, check if you need a badge when on site
- Request class lists, school map and bell schedule
- Get acquainted with the school layout and class numbers
- Get the names, room numbers, emails and days on site for all the IEP team members- School psych, RSP, SDC class teachers, SLP, PT and other related service providers
- Determine if there are set days and times for IEPs. Try to keep a tentative block for that on your calendar. Certain schools have set days for IEP's, so if you have multiple sites you work at, adjust your schedule accordingly to minimize driving around/rearranging your schedule around IEPs
- Figure out your workspace/OT room with the school secretary. The sooner the better so you can adjust your days at the sites accordingly, because sometimes multiple professionals may have to share work spaces
- Review your caseload on SEIS (or another IEP information system) to ensure accuracy. Use the caseload management templates shared to create folders and mastersheets for each student.
 - If students who should not be assigned to you are assigned (you should know that by checking the services page or your master list passed on to you), complete a student change form to remove them.
 - If students are missing from your caseload or are being newly referred for assessment, complete an add student form to add them so you can review their details
- Introduce yourself to the teachers (and other service providers) as well as parents (template shared)
- Get access to the Master IEP Calendar if the school maintains one
- Use scheduling letters (template shared) or softwares like calendly to prepare an initial schedule with teachers' input
- Attend the first staff meeting if possible to introduce yourself; share what day of the week you will be at the school, and outline the pre-referral process.
- Check if the district office has an adequate supply of testing materials and protocols. Occasionally, you may be required to jump into an assessment within the first few weeks so you want to make sure you have all the resources.