

Special Education's Topic of the Month: **End of the Year Tasks and Responsibilities**



The end of the 2007-2008 school year is zooming toward us. This is a great time to list all those end of the year tasks and responsibilities that should be completed before we break for the summer.

1. FTE Reports... some of you will have received FTE report forms from ESU 4. This is in preparation for next Fall's financial reports for special education. This FTE number is different than SESIS FTEs. I believe that it's easier to complete this information at the end of the current year rather than trying to make you remember what services you provided to which students next fall. There are two pieces of information when you figure FTE... FTE includes the time that students spend 'outside of the general classroom.' For those of you who assist in co-teaching and/or inclusive classrooms, FTE might also include the amount of time a student with a disability receives direct instruction from a special education teacher within a general classroom. This instruction must be based on an alternate curriculum.
2. Speaking of SESIS... each district must complete a June 30th report for SESIS. Our goal is to make sure that we have 'exited' each student who has moved, dropped out, or graduated during this past year. In order to assist with the process, make sure that student demographics pages are completed on the SRS. If your district uses the SRS to complete the SESIS forms, this should be a quick process. On the SRS, along with identifying the reason for exiting, make sure that ALL students have correct NSSRS numbers. The SESIS/SRS upload must be completed prior to June 30th. All records should be updated before you check out for the summer.
3. Speaking of SRS... make sure that you've finalized all IEPs and MDT reports from the 2007-2008 school year. These need to be finalized for the SESIS/SRS upload but it's also a good idea to make sure that everything is done as it should be. If there are any questions with the MDT form, now is a good time to make sure that those questions are answered. And, since you've finalized, just do a quick mental check that parents and families have received a copy of the IEP, and the MDT if that was also completed during this school year. It's just a good practice to make sure that these tasks have been completed.
4. Send training ideas for the 2008-2009 school year to Ellen (estokebr@esu4.org)... we are planning staff development for the upcoming school year. What information do you need to be more effective? Some ideas that have already been provided include scientifically-based interventions, SRS training, a ½ day to complete the HOUSSE (Highly Qualified Staff), and RtI, just to name a few. Some of you have participated in the Special Education survey. If you have, thanks! If you haven't and you'd like to, here's the address (I apologize for it's length!)
http://esu4.myelearning.org/Public/Surveys/default.asp?WCI=pgDisplay%5FForm&WCE=take&WCU=CMPSURVEYS&ENTRY_ID=C70F392ECEC14EFAB6E66F40456FE45F
5. A Question from the Spring Special Education meeting on April 11, 2008... where do we put the student's name on the IEP invitation/meeting notice? I took a quick look at the form and my answer is, "It depends!" (You knew that was coming, right?) If this student is a student for whom you will be talking about transition, there is already a line on the form that indicates 'the student is invited to attend.' However, if this is a student who is younger than 16, and who's IEP will not include a discussion of transition, I would go ahead and include their name in the text box of others who are invited to attend the meeting. In most cases, parents will know that their child is attending, however, this is just a nice way to document their attendance. And, of course, they should also sign the IEP. This may be one of those times where we are doing more than is required; it's just nice to make sure we have everything documented.
6. Questions? Let me know!