

Teaching Strategies Gold Administrative Procedural Checklist

District: _____

Administrator: _____

School Year: 2011-2012

check when complete	due date	
		Beginning of School Year Review
	Sept 16, 2011	In TSG, update administrator and/or contact person's email address and phone number
	Sept 16, 2011	Set up sites, classes and teachers for 2011-2012 School Year- (see admin. video)
	Sept 16, 2011	Review all children. 1) Check again that all former students have been exited & archived 2) Make sure duplications have been deleted 2) Ensure that all new students have been added 3) Ensure that all students have been correctly placed in classes
	Sept 30, 2011	Ensure that teachers, speech pathologists and team central members have viewed new training videos
	Sept 30, 2011	Ensure that teachers and SLPs are familiar with and beginning to use the new checklists.
		Fall Review
	Sept 30, 2011	Ensure that teachers and SLPs are making use of existing assessment information (parent reports, screenings, evaluations, IEPs) when entering evidence/ documentation for new students
	Nov 1, 2011	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	Nov 1, 2011	Review portfolios for evidence/ documentation from members of team central
	Nov 14, 2011	Ensure that all teachers and speech pathologists have entered any <i>new</i> students, sent corresponding team central invites and completed their entry assessment within 6-8 weeks of their arrival
	Nov 14, 2011	Ensure that all teachers have completed fall progress checkpoints.
	Nov 14, 2011	Ensure that all SLP children turning 6 or exiting special education have a COSF exit assessment completed.
	Nov 14, 2011	Exit and archive all children turning 6 or being exited from special education. (exit video)
	Nov 14, 2011	Ensure that each teacher & SLPs has completed the steps as outlined on their TSG checklists

		Winter Review
	Jan 20, 2012	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	Jan 20, 2012	Review portfolios for evidence/ documentation from members of team central
	Jan 27, 2012	Ensure that all teachers and speech pathologists have entered any <i>new</i> students, sent corresponding team central invites and completed their entry assessment within 6-8 weeks of their arrival (exclude new children entering kindergarten in the Fall of 2012)
	Feb 27, 2012	Ensure that all teachers have completed winter progress checkpoints.
	Feb 27, 2012	Ensure that all SLP children turning 6 or exiting special education have a COSF exit assessment completed.
	Feb 27, 2012	Exit and archive all children turning 6 or being exited from special education. (exit video)
	Feb 27, 2012	Ensure that each teacher & SLPs has completed the steps as outlined on their TSG checklists
		Spring Review
	May 4, 2012	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	May 4, 2012	Review portfolios for evidence/ documentation from members of team central
	Jun 4, 2012	Ensure that all teachers and speech pathologists have entered any <i>new</i> students, sent corresponding team central invites and completed their entry assessment within 6-8 weeks of their arrival (exclude new children entering kindergarten in the Fall of 2012)
	Jun 4, 2012	Ensure that all teachers have completed spring progress checkpoints.
	Jun 4, 2012	Ensure that all SLP children turning 6, exiting special education or transitioning to kindergarten have a COSF exit assessment completed
	Jun 4, 2012	Exit and archive all children turning 6, being exited from special education or transitioning to kindergarten. (exit video)
	Jun 4, 2012	Ensure that each teacher & SLPs has completed the steps as outlined on their TSG checklists
	Jun 11, 2012	Review all children. 1) Check again that all eligible students have been exited & archived 3) Ensure that all returning student's files are maintained