

Teaching Strategies Gold Teacher Procedural Checklist

District: _____

Teacher: _____

School Year: 2011-2012

check when complete	due date	
		Beginning of School Year Review
	Sept 16, 2011	Update teacher profile information in TSG
	Sept 16, 2011	Set up classes for 2011-2012 School Year- (see teacher video)
	Sept 16, 2011	Review all children. 1) All former students have been exited 2) Every student has only 1 portfolio-no duplications 2) All new students have been added 3) All students have been correctly placed in classes
	Sept 30, 2011	View new teacher video
	Sept 30, 2011	Review and begin to use the new teacher checklist.
		Fall Review
	Sept 16, 2011	Send team central invitations
	Sept 16, 2011	When entering evidence/ documentation for new students, make use of existing assessment information (parent reports, screenings, evaluations, IEPs)
	Oct 21, 2011	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	Oct 21, 2011	Review portfolios for evidence/ documentation from members of team central
	Nov 11, 2011	Complete fall progress checkpoints.
	Nov 11, 2011	Enter any <i>new</i> students, send corresponding team central invites and complete their entry assessment within 6-8 weeks of their arrival
	Nov 11, 2011	Complete the Part B/ C exit request for all children turning 6 or being exited from special education. (see exit video)

		Winter Review
	Jan 13, 2012	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	Jan 13, 2012	Review portfolios for evidence/ documentation from members of team central
	Feb 24, 2012	Complete winter progress checkpoints.
	Feb 24, 2012	Enter any <i>new</i> students, send corresponding team central invites and complete their entry assessment within 6-8 weeks of their arrival (exclude new children entering kindergarten in the Fall of 2012)
	Feb 24, 2012	Complete the Part B/ C exit request for all children turning 6 or being exited from special education. (see exit video)
		Spring Review
	April 27, 2012	Review portfolios to ensure there is sufficient evidence/ documentation (observations, pictures, videos, parent interviews) entered over time for each objective/ domain
	April 27, 2012	Review portfolios for evidence/ documentation from members of team central
	Jun 1, 2012	Complete spring progress checkpoints.
	Jun 1, 2012	Enter any <i>new</i> students, send corresponding team central invites and complete their entry assessment within 6-8 weeks of their arrival (exclude new children entering kindergarten in the Fall of 2012)
	Jun 1, 2012	Complete the Part B/ C exit request for all children turning, being exited from special education or transitioning to kindergarten. (see exit video)
	Jun 8, 2012	Review all children. 1) Check again that all eligible students have been exited 3) Ensure that all returning student's files are maintained