



















Beginning of the Year Checklist

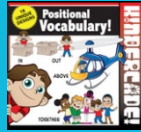
	Organize your therapy/data binder. Review goals and services for your students. Print out therapy log forms and place in student folders or binder.
	Once school starts, review your caseload on SEIS and verify students attending your schools. Put in requests to remove students from your caseload that are not attending your school. Put in requests to add students that transferred in that are not on your caseload.
	Any new students that you do not have a working file, contact the SLP from their previous school or put in a records request to obtain information.
	Review IEPs of students. Document accommodations/modifications, services and goals. Communicate services and accommodations with the classroom teachers.
	<p>Make your speech schedule.</p> <ol style="list-style-type: none"> 1. Verify your student's attendance and document their classroom teacher. 2. Collect all schedules you may need: PE schedule, RSP schedule, OT schedule, Bell Schedule (need lunch and recess times), ELD schedule, Music schedule and Intervention Schedule 3. Create a draft speech schedule and send out to teachers. Make changes as you get feedback from staff.
	Print and put contact logs for each student in your therapy binder or in their folders.
	Organize your IEP calendar by figuring out your annuals and tri's for the year. You can print your caseload from your IEP database and put them in your calendar or on an IEP monthly tracking form.
	Set up your behavior management system. Prep any forms, sticker charts, rules, etc. for your speech room.
	Contact students' parents. Check in with them and introduce yourself. A letter of introduction is recommended. Review it with your Principal prior to sending home.
	Start servicing students with your speech schedule.
	Set up your medicaid billing system with your students, so you can easily bill during the year.
	Print parent rights copies for IEP meetings and store in a file folder.
	Put any monthly staff meetings or Professional Learning Community meetings on your calendar
	Inventory materials and assessment tools (if you have time).
	
	
	

Beginning of the Year Checklist

GRAPHIC CREDITS

STAY CONNECTED
WITH ME!



**MOLLY
COULTER**



Hi, I'm Felice
I'm a school-based, **SPEECH PATHOLOGIST** that **LOVES** to dabble through all my resources to find what works best for my students!
Let's make speech therapy *enchanting & creative!!*

INFORMAL SCREENERS

