

To: Pre-K SPED Teachers and Staff
From: Roni Bader-Tables, Dolores Mendoza

Date: Tue 5/13/2008

Subject: Pre-K SPED End of the Year Reminders

Dear Pre-K SPED Teachers:

As the school year draws to a close, we wanted to remind you of several things that need to occur with your records and paperwork. The attached monthly reminder list (Teacher Handbook, Appendix A-4), which was given out at the Opening of School Meeting, should be helpful.

1. Any child whose IEP is due in June, July, August or beginning of September and is returning to Pre-K next year, must have the annual IEP review before June 5, 2008. You must schedule this with the parent and your school LEA.
2. All classroom assessments must be completed on all Pre-K SPED students (i.e., LAP-D, Early LAP, Brigance, BDI-2, PELI, DECA etc.)
3. Copies of all Assessment Summary Charts (LAP-D, Early LAP, Brigance, BDI-2) with Pre/Post test results; DECA (Parent and Teacher); and the PELI for the B.E.L.L need to be e-mailed to rbader-tab@dadeschools.net by June 1, 2008 for all your SPED students. These forms are found in the Teacher Handbook, Appendix U.
4. Progress Reports need to be completed with status of IEP goals and benchmarks attached, and copies sent home on the last day of school with the child.
5. Kindergarten Transition Folders (Rainbow) need to have all required paperwork enclosed and placed in the child's cumulative record.
6. Individual classroom folders must be placed in each child's cumulative record prior to end of the school year to ensure that the next teacher will receive all the information.
7. Classrooms should be left clean and orderly for the next school year. Broken items should be discarded (unless it has a PC number). Valuable items such as a digital camera and computer should be locked in your closet or secure area (i.e. school media center). This is especially important if your classroom is being used for ESY or Summer VPK programs.
8. All furniture should be labeled with permanent black marker "Pre-K SPED", so if your classroom is cleaned this summer, all equipment will be returned to Pre-K SPED.

Thanks for finishing out the year with a BANG!!! Watch for our OPENING OF SCHOOL UPDATE (NEW & REVISED!!!)

Sincerely,
Roni & Dolores

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