

Appendix A-4
MIAMI-DADE COUNTY PUBLIC SCHOOLS
Prekindergarten Program for Children with Disabilities
2009-2010 Teacher Checklist

August

- _____ Create classroom folder for each child (include emergency contact information)
- _____ Review each child's IEP (conference notes, initiation/duration date, frequency of therapies, nursing, allergies, etc.)
- _____ Notify speech/language pathologist, OT, PT of children in your classroom with therapy on the IEP
- _____ Send parent notification letter for any IEP due in September and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ Begin taking daily key notes (5/adult/day) and writing daily lesson plans
- _____ Write Temporary Instructor lesson plans
- _____ Register on the Professional Development Website for Pre-K Staff Development (Appendix G)
- _____ Complete Classroom Organizational Chart /IEP Due Date Chart (Appendix A-2)

September

- _____ Complete administration of P.E.L.I. before implementing the B.E.L.L. Program (Appendix U)
- _____ Update any IEP and Matrix due in September
- _____ Send parent notification letter for any IEP due in October and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ Begin children's pre-test classroom assessments BDI-2 and DECA (Appendix U)
- _____ Complete on-line Classroom Inventory and send via e-mail to dmendoza@dadeschools.net by **Friday, September 25, 2009** (Appendix I-5)
- _____ Complete Classroom Daily Routine Schedule by **Monday, September 28, 2009** and send copy to: 9614, Pre-K SPED (Appendix A-3) or email

October

- _____ Update any IEP and Matrix which is due in October
- _____ Send parent notification letter for any IEP due in November and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ Complete Teacher's Needs Assessment and send by **Friday, October 2, 2009**
- _____ Complete Class List by **Monday, October 5, 2009** and send copy to: 9614, Pre-K SPED (Appendix A-3) or email
- _____ Obtain approval from Pre-K SPED to purchase materials (\$300.00) by **Friday, October 23, 2009**
- _____ Complete all children's pre-test classroom assessments (Appendix U)
- _____ Complete all assessment summary charts, including BDI-2, PELI and DECA results, on computer and send to rbader-tab@dadeschools.net by **Friday, October 30, 2009** (Appendix U)
- _____ Begin Transition Activities for Exiting 5 year olds (begin by meeting with the Pre-K staffing specialist)

November

- _____ Update any IEP and Matrix due in November
- _____ Send parent notification letter for any IEP due in December and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ **Friday, November 20, 2009** end of first grading period (60 days)
- _____ Review IEP annual goals and benchmarks for attachment to Progress Reports
- _____ Complete Progress Reports (First grading period) and send home **Monday, November 23, 2009** with copy of IEP, Insert B, Status Report on Goal completed (Appendix R)
- _____ Set up Parent Conferences to review Progress Reports
- _____ Complete pre-test classroom assessments and assessment summary charts on children who entered in October; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- _____ Complete all CST-Rs for transitioning students

December

- _____ Update any IEP and Matrix due in December
- _____ Send parent notification letter for any IEP due in January and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ Complete pre-test classroom assessments and assessment summary charts on children who entered in November; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- _____ Consider ATIP for transitioning to kindergarten children who will need adaptations/accommodations in kindergarten

January

- _____ Update any IEP and Matrix due in January
- _____ Send parent notification letter for any IEP due in February and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- _____ Complete pre-test classroom assessments and assessment summary charts on children who entered in December; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- _____ Schedule ESY meetings with parents
- _____ Schedule Transition to Kindergarten Workshop for parents

February

- Update any IEP and Matrix due in February
- Send parent notification letter for any IEP due in March and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- Complete pre-test classroom assessments and assessment summary charts on children who entered in January; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- Update Class List by **Friday, February 01, 2010** and send copy to: 9614, Pre-K SPED (Appendix A-4) or email
- Schedule ESY meeting with parents
- Prepare for transition to kindergarten staffings/Begin post-test classroom assessments for children transitioning to Kindergarten (**BDI-2 cannot be administered prior to March 9, 2010 for students exiting to kindergarten**)
- Complete ESOL testing for LEP children transitioning to Kindergarten (ESOL testing cannot be completed more than 1 month prior to staffing date.)
- Schedule Transition to Kindergarten Workshop for parents

March

- Update any IEP and Matrix due in March
- Send parent notification letter for any IEP due in April and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- Complete pre-test classroom assessments and assessment summary charts on children who entered in February; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- Monday, March 8, 2010** end of second grading period (60 days)
- Review IEP annual goals and benchmarks for attachment to Progress Reports
- Complete Progress Reports (Second grading period) and send home **Wednesday, March 10, 2010** with copy of IEP, of Insert B, Status Report on Goal completed (Appendix R)
- Set up Parent Conferences to review Progress Reports
- Continue to complete post-test classroom assessments and assessment summary charts for transitioning children and Pre-K children returning to Pre-K
- Attend Transition to Kindergarten Staffings
- Schedule Transition to Kindergarten Workshop for parents

April

- Update any IEP and Matrix due April
- Send parent notification letter for any IEP due in May and notify PT, OT, & SLP (as needed) in a timely manner so they can plan to attend or send written input (pg. 2 of Notification of Meeting)
- Complete pre-test classroom assessments and assessment summary charts on children who entered in March; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- Continue to complete post-test classroom assessments and assessment summary charts for transitioning children and children returning to Pre-K
- Attend Transition to Kindergarten Staffings
- IEPs due June, July, August for students returning to Pre-K must be updated prior to **June 9, 2010**.

May

- Update any IEP and Matrix due May
- Complete pre-test classroom assessments and assessment summary charts on children who entered in April; send computerized results to rbader-tab@dadeschools.net (Appendix U)
- Attend Transition to Kindergarten Staffings
- Complete post-test classroom assessments and assessment summary charts on children returning to Pre-K next year
- Complete any IEPs due in June, July, August, and/or early September for returning children
- Send all completed post-test Assessment Summary Charts, including BDI-2, PELI, and DECA on all SPED children via e-mail to rbader-tab@dadeschools.net
- Complete final Class List **Friday, May 28, 2010** and send copy to: 9614 Pre-K SPED (Appendix A-4) or email
- Complete End-of-Year Teacher Evaluation on-line
- Return Parent End-of-Year Evaluations to mail code 9614, Attn: Dolores Mendoza

June

- Wednesday, June 9, 2010** end of third grading period (60 days)
- Review IEP annual goals and benchmarks for attachment to Progress Reports
- Complete Progress Reports (Third grading period), send home **Wednesday, June 9, 2010** with copy of IEP, Insert B, Status Report on Goal completed (Appendix R)
- Original Progress Report should be attached to the IEP and filed in the cumulative record
- Complete Kindergarten Transition Packets (Rainbow Folders) for transitioning children and place in cumulative record
- Clean and prepare classroom for summer break
- Lock up valuable Pre-K materials
- Make sure all Pre-K materials are labeled "Pre-K SPED"

REFER TO TEACHER HANDBOOK AT [HTTP://PREKESE.DADESCHOOLS.NET](http://PREKESE.DADESCHOOLS.NET) ALL QUESTIONS.