

# End-of-Year Checklist List 2022-2023

Staff: \_\_\_\_\_ School(s) \_\_\_\_\_

## INSTRUCTIONS:

- (1) Complete this form by **June 3**, 2023.
- (2) Submit electronically to: [kwork@bernalillops.org](mailto:kwork@bernalillops.org) and cc [kcandelaria@bernalillops.org](mailto:kcandelaria@bernalillops.org)

## Indicate Your Role (below):

- ☐ Ancillary Staff      ☐ IEP Assistant      ☐ Special Ed. Teacher      ☐ Gifted Teacher  
☐ Nurse/Health Assistant

Ancillary Staff	IEP Assistant/ SPED Teacher	Nurse/Health Assistant
<p><b>(Due June 3)</b></p> <p><input type="checkbox"/> Update tentative caseload for 2023-2024 in shared Google Doc (click <a href="#">here</a>).</p> <p><input type="checkbox"/> <b>(Due May 19)</b> Work with group to order next year's needed testing or therapy materials. Complete form <a href="#">here</a>.</p> <p><input type="checkbox"/> Upload all evaluations into PowerSchool.</p> <p><input type="checkbox"/> Provide progress reports to special education casemanagers. SLP casemanagers for speech-only students send-out their own progress reports to parents.</p> <p><input type="checkbox"/> Complete MaxCapture billing for May/June and notify Krystal when done.</p> <p><input type="checkbox"/> Complete inventory form (next page) and submit to Kristin.</p> <p><input type="checkbox"/> <b>If Assistive Technology</b> is checked-out to student – collect from parent and provide to Kristin.</p>	<p><b>(Due June 3)</b></p> <p><input type="checkbox"/> Update tentative caseload for 2023-2024 in shared Google Doc (click <a href="#">here</a>).</p> <p><b>AND</b></p> <p><b>(Due May 19)</b></p> <p><input type="checkbox"/> Update annual and re-evaluation due dates for each students on tentative caseload 2023-2024.</p> <p><input type="checkbox"/> Finalize <b>all</b> documents in PowerSchool (BIP, Invitation, Addendum, etc.). Do not leave any as “draft.”</p> <p><input type="checkbox"/> Special ed. teachers collect and send-out (obtain from ancillary) progress reports for 4th quarter or 3rd trimester.</p> <p><input type="checkbox"/> Complete inventory form (next page) and submit to Kristin.</p> <p><input type="checkbox"/> Submit order to school bookkeeper order for next year's Tier/Layer 4 materials (Language! Live, Passport, etc.):</p>	<p><b>(Due June 3)</b></p> <p><input type="checkbox"/> Submit materials request to June Warren who will generate list for Kristin to work on.</p> <p><input type="checkbox"/> Confirm with Shirley Archibeque that all end-of-year reports have been completed.</p> <p><input type="checkbox"/> Provide list of students with health plans to Shirley.</p> <p><input type="checkbox"/> Provide list of students with incomplete immunization to Shirley.</p> <p><input type="checkbox"/> Lock up student health files.</p> <p><input type="checkbox"/> Complete inventory form (next page) and submit to Kristin (large item and technology such as printers, desktops, and laptops).</p>
<p><b>(Due May 19)</b></p> <p> <input type="checkbox"/> I will keep my laptop over the summer (if applicable)      OR      <input type="checkbox"/> Provide to Kristin Work  <input type="checkbox"/> I will keep my keys/security card over the summer (if applicable)      OR      <input type="checkbox"/> Provide to Kristin Work         </p>		

# End-of-Year Checklist List 2022-2023

## Inventory

Technology & Special/Health Equipment Only

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School(s): \_\_\_\_\_

### INSTRUCTIONS:

- (1) Complete this "Inventory" form by **June 3**, 2023  
(2) Submit [kwork@bernalillops.org](mailto:kwork@bernalillops.org)

**The department is interested only in the following:**

1. Technology such as desktops and printers.
2. Large therapy or health equipment such as standers, swings, and wheel chairs.
3. Do not worry about smaller items such as testing materials, games, and consumables.

What is it? (computer, stander, etc.)	Describe it? (color, model, etc.)	Where is it? (school, room number)	Who uses it? (staff name, student name)	Is there a Bar Code #?
1 desktop and 2 speakers	Dell Black	Central Office	Director	100615
1 printer	HP White	Central Office	Director	111615