AUGUST

☐ Caseload/File Set Up
  o Student Profile
  o Lesson Notes
  o O&M Information Sheet Updated
  o Communication Log

☐ Set Up Building Familiarizations
  o Contact Parents/Teachers
  o Print Student Schedule (Braille/LP copy)
  o Building Layout

☐ Meet Building Personnel
  o Student Expectations/Needs
  o Emergency Procedures Handout
  o Bus Driver Handouts
  o Sighted Guide Techniques Handout

☐ Introductory Letters to Teachers
☐ Introductory Letter to Parents
☐ Bus Driver Information to Transportation
☐ Check databases for O&M name/contact inclusion on IEP team

AUGUST MDT/IEPs:

☐ __________________________________________Date:______________
☐ __________________________________________Date:______________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

SEPTEMBER MDT/IEPs:

☐ __________________________________________Date:______________
☐ __________________________________________Date:______________
☐ __________________________________________Date:______________
SEPTEMBER

☐ Elementary Student Playground Orientation
☐ TVI Information Shared:
  ○ O&M Referral Form reviewed and emailed
  ○ Request list of school-year MDTs
☐ Emails to teachers regarding scheduled Field Trips
☐ Emails to P.E. teachers
  ○ Introduction/Services Provided
  ○ Equipment Available/ Request
☐ Emails to P.T. regarding P.E. & Playground collaboration/intervention
☐ Student Equipment Inventory Completed/Updated

SEPTEMBER MDT/IEPs:

☐ __________________________________________ Date: __________
☐ __________________________________________ Date: __________
☐ __________________________________________ Date: __________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

OCTOBER MDT/IEPs:

☐ __________________________________________ Date: __________
☐ __________________________________________ Date: __________
☐ __________________________________________ Date: __________
OCTOBER

☐ Review Standardized Testing dates in buildings
☐ Quarterly Reports
☐ White Cane Day Activities Planned
☐ Cane Maintenance Information
  ☐ Email to parents
  ☐ Handout for Students (Braille/LP)
☐ Email P.E. Teachers regarding PACER test schedule and results
☐ Check Student Schedules for classroom changes for 2nd Quarter
  ☐ Print Schedule Changes (Braille/LP)
  ☐ Familiarization of new classrooms
  ☐ Meet with New Teachers
    • Sighted Guide Techniques Reviewed
    • Emergency Procedures Reviewed
☐ Cane & Cane Tip Inventory prepared for purchasing
☐ Email Elementary Music Teachers regarding music program and dates
  ☐ Add dates to calendar for lesson planning

OCTOBER MDT/IEPs:

☐ ____________________________________________ Date: ____________
☐ ____________________________________________ Date: ____________
☐ ____________________________________________ Date: ____________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

NOVEMBER MDT/IEPs:

☐ ____________________________________________ Date: ____________
☐ ____________________________________________ Date: ____________
☐ ____________________________________________ Date: ____________
NOVEMBER/DECEMBER

☐ Quarterly Reports (December)
☐ Email teachers reminding about Field Trips
☐ Check Student schedules for Semester class changes
  o Print Schedule Changes (Braille/LP)
  o Familiarization of new classrooms
☐ Coordinate Elementary Music program needs
☐ Winter Travel Tips Handout

NOVEMBER MDT/IEPs:

☐ ________________________________Date:___________
☐ ________________________________Date:___________
☐ ________________________________Date:___________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

DECEMBER MDT/IEPs:

☐ ________________________________Date:___________
☐ ________________________________Date:___________
☐ ________________________________Date:___________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

JANUARY MDT/IEPs:

☐ ________________________________Date:___________
☐ ________________________________Date:___________
☐ ________________________________Date:___________


**JANUARY**

- Meet with New Teachers
  - Sighted Guide Techniques Reviewed
  - Emergency Procedures Reviewed
- Email P.E. Teachers regarding equipment (basketball/volleyball/equipment alternatives)
- Winter Tips Handout

**JANUARY MDT/IEPs:**

- 
  - Date: __________
- 
  - Date: __________
- 
  - Date: __________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated*

**FEBRUARY MDT/IEPs:**

- 
  - Date: __________
- 
  - Date: __________
- 
  - Date: __________
FEBRUARY/MARCH

☐ Check Student Schedules for classroom changes for 4th Quarter
  ☐ Print Schedule Changes (Braille/LP)
  ☐ Familiarization of new classrooms
  ☐ Meet with New Teachers
    ▪ Sighted Guide Techniques Reviewed
    ▪ Emergency Procedures Reviewed

☐ Quarterly Progress Reports (March)
☐ Email P.E. Teachers regarding Spring PACER test results
☐ Email teachers reminding about Field Trips
☐ Email teachers for Emergency Preparedness plan for tornado drills

FEBRUARY MDT/IEPs:

☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

MARCH MDT/IEPs:

☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

APRIL MDT/IEPs:

☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________
☐ _______________________________________________________________Date:___________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated
APRIL

☐ Parent email regarding student’s summer needs. Neighborhood/Playground/Pool/Campus Programs/Daycare lessons or familiarizations.
  ☐ Schedule lessons appropriately per parent request
☐ Email P.E. Teachers scheduling equipment pick-up/return
☐ Graduating Students—plan for diploma/graduation ceremony
☐ Identify students transitioning to new school in Fall
  ☐ Schedule lesson at new building
  ☐ Review transitioning needs/process with student/parent
☐ Identify students attending summer school and/or address need for summer lessons with supervisor

APRIL MDT/IEPs:

☐ ___________________________________________ Date: __________
☐ ___________________________________________ Date: __________
☐ ___________________________________________ Date: __________
*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated

MAY MDT/IEPs:

☐ ___________________________________________ Date: __________
☐ ___________________________________________ Date: __________
☐ ___________________________________________ Date: __________
*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated
MAY

☐ Quarterly Progress Reports
☐ Student Familiarization lessons to new buildings
☐ Inventory and retrieve equipment
☐ Complete Year-End Student Summary Forms for Files (Yellow Paper)
☐ Review possible Caseload for Next School Year

MAY MDT/IEPs:

☐ __________________________Date:____________
☐ __________________________Date:____________
☐ __________________________Date:____________

*Check IEPs for Service Delivery Statement/ MS Scale Updated/ TAPs Updated