Updated 6/4/14

**End of Year Infinite Campus Checklist for Special Education Secretary**

Verify that all signature pages, Medicaid, and other various paperwork has been uploaded into Infinite Campus. Anything that hasn’t been uploaded will need to be uploaded.

Run Special Education Student Active Report and balance/verify with Caseload Summaries. These reports should match.

Run Overlap IEP Report - Clean up any overlaps - We should not have any overlapping IEP

Run Unlocked IEP Report - Clean up any unlocked IEP - We should not have any unlocked IEP

Run Unlocked Conference Summary Report - Clean up any unlocked Conference Summaries—We should not have any unlocked Conference Summaries.

Run Unlocked KY Consent Report----The only unlocked KY Consent should be should be the ones in which a Consent to Evaluate was obtained and are awaiting the evaluation to be completed to hold the ARC meeting to determine eligibility and obtain Consent for Special Education.

Verify that exit data has been entered for any Special Education Student that it applies. Be sure to mark the student Inactive and enter the correct exit date and explanation.

Verify that the status is correct for any student with the status of Referred or Active/Referred.

Verify that parent contacts have been entered into Infinite Campus and print Parent Contacts that are in Infinite Campus to file in the folder.

Do not End Date all Case Managers and Service Providers this will be done at the beginning of the next school year.

All new students that enrolled in our district with Special Education data will need to be entered on the New Special Education student report that is saved on the E201ghome Server.

Service Detail Reports need to be generated for Transportation (With Lift/Without Lift), Occupational Therapist, and Physical Therapist. A Service Provider Caseload Summary will need to be ran for Scott Shipp, Lynne Brooks, Maureen Dragone, & Lisa Logan. These reports need to balance and verified that they match. A copy of The Service Provider Detail Report will need to be sent to Lynne Brooks, Lisa Logan, and Maureen Dragone to be verified for accuracy.

Please send copies of the verification reports to Tonya Young.