



# Hiawatha Valley Education District

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## End of Year Checklist for Special Education

- Complete progress reports for all students
- Complete Summary of Performance for graduating seniors or students aging out (including PWN)
- Complete Entrance/Exit Child Outcome Summary Form (COSF) for any new students or students exiting preschool/entering Kindergarten
- Finalize all documents in SpEd Forms
  - When finalizing a document, please ensure that only the completed pages within an IEP are finalized.
- Using the 'Required Paperwork' checklist, make sure all necessary paperwork is in the student's permanent file and finalized in SpEd Forms
- Place any pertinent information in "Working File" into permanent file, shred the rest
  - Communications with parents (phone call logs in SpEd Forms should be printed out or a note in the file indicating they are available from the case manager)
  - Copies of any pertinent electronic communication (emails, texts, e-signatures) between home and school (delete others)
  - Communication notebooks should be shred unless IEP states that they are part of formal communication between home and school
- Place protocols for students assessed this year in the student's file (refer to district policy on where they are stored)
- Check for early IEP and Evaluation dates for the following school year