

Year End LST Checklist for ECS children (Kindergarten & Early Learning)

- Coordinate and support receiving teachers to visit classes with upcoming high needs students, using internal coverage
- Schedule meetings for both PUF and M/M codes, coordinate with JoAnn & Andra
- Invite service providers, both current and transitioning e.g. SLP Children's Allied Health
- Set up meetings with parents/guardians and send out reminders
- Make necessary referrals to Children's Allied Health
- Update ELP and complete the Reflection/Transition portion with teachers/instructors
- Ensure receiving teachers have the opportunity to attend transition meetings
- Following the year end meetings, update ELP in Dossier and send a copy of signature page to division office to be filed
- Review ELL plan for children in early learning
- Return specialized PUF equipment no longer needed to division office with label of which school it came from