Horizon ISP/ELL Checklist

The following checklist is designed to support teachers with clarity of expectations for completed ISP and ELL documents.

**CHECK IT OFF…**

Previous year ISP has been reviewed

All documents and updated assessments have been uploaded or documented into the current year

Information that is rolled over is current and relevant (if not, then delete from current year)

September ISP day – teacher and team collaboration time to focus on and complete ISP’s and ELL benchmarks

Decide on a communication plan for your school teams – who is doing what and when? (parent contact, meeting dates, meeting attendance, coverage, follow up, transition plans etc.)

Fountas and Pinnell fall benchmark is entered into Dossier on the Student Learner Profile side for ALL students by October 31st (November 30 for grade one)

Students not working on the Program of Studies should have goals reflecting the focus of their individualized programming. Goals should be strengths based.

Students with Severe/Complex needs should have meetings to create, review and reflect upon the ISP and programming at the beginning, middle, and end of the year with parent signatures for each meeting.

Students with Mild/Moderate needs, should have a parent meeting at the beginning of the school year to discuss strategies and supports. A parent signature is required. Additional meetings can take place at the discretion of the Learning Team. (This is the same for students with an ISP but no identified code)

Students who are ELL require benchmarks to be completed twice in the school year. One signature is required as well as a discussion with parents about what the benchmarks mean for their child. At the end of the year a copy should be put into the student cum file with the signature page, and a copy sent home with the report card

Parents need to be involved in the creation of ISP’s rather than solely informed

The end of the year should have reflections and transitions thoroughly completed

Transition information is clearly communicated

Documents should be printed, signature pages included, and filed in the student  
 cum file in the office