

Back to School Checklist

Item	Done?
<p>Review the IEP document</p> <ul style="list-style-type: none"> • Is the IEP “in place” for the start of the school year? i.e. is the school district ready to implement it? • Do you understand what will be provided or do you need to ask questions? • Have you signed the IEP to indicate consent and/or provided a written response? 	
Notes	
<p>Get calendar, schedule and name of teacher from school</p> <ul style="list-style-type: none"> • Contact your school if you don’t know what classroom your child will be placed in. • If your child will be changing classes, make sure you have a copy of the bell schedule • Get a copy of the district’s and school’s master calendar so that you will be aware of holidays, events, etc throughout the year 	
Notes	
<p>Meet with Teacher(s)</p> <ul style="list-style-type: none"> • Attend back to school night, open house, or otherwise arrange for communication with your child’s teacher(s) • Provide the teacher with a brief summary / overview of your child’s special needs • Make sure the teachers are aware of the IEP, especially the goals and classroom accommodations / supports 	

Back to School Checklist

<ul style="list-style-type: none">• Find out relevant information, like homework expectations, class rules, required supplies, seating, etc• Discuss communication preferences (email, phone calls, notes home, etc)	
Notes	
Find out who will monitor your child's IEP <ul style="list-style-type: none">• Your school / district may assign a "case carrier" for each child's IEP, which may or may not be the child's teacher• Find out who the case carrier is for your child, and open the doors of communication with that person at the start of the year, before there are any "problems" to discuss	
Notes	
Organize Records <ul style="list-style-type: none">• Organize IEPs, assessments, correspondence, report cards, etc into a 3-ring binder so that all documents are easily accessible• Keep one binder for the current school year, with a place for communication from teachers, progress reports, medical information, important forms, IEPs, etc	
Notes	

Back to School Checklist

Obtain school supplies –

get a list from the school / teacher; common supplies include:

- Backpack and lunchbox
- Pencil box / pencil holder
- Pencils, pens
- Colored pencils, crayons
- Erasers
- Ruler, compass
- Scissors (age appropriate)
- Glue
- Paper
- Notebooks
- Folders, binders
- Calculator
- Stress balls / fidget toys (if appropriate)
- Reinforcement items (if appropriate)

Notes

Help your child get organized

- Designate a spot in your child's backpack for forms, notes, etc that come home from the teacher, and make sure your child & the teacher (and aide if applicable) know where this spot is
- Use color-coded folders to organize work for each class, keep track of homework, etc
- Get your child a planner. Many schools have a homework planner that they use for all students. Show your child how to write down assignments and reinforce this throughout the year
- Remember that if these skills are impacted by your child's disability, his/her IEP may need to include accommodations, strategies or goals related to learning these skills

Notes

Back to School Checklist

Update Medications and Health Information <ul style="list-style-type: none">• Make sure any applicable health and medication forms are completed, signed and returned to school• If your child's medications have changed, make sure the school nurse and / or teacher is aware of this change	
Notes	
Arrange transportation <ul style="list-style-type: none">• If your child's IEP calls for transportation as a related service, make sure you have all of the necessary information for implementation, such as drop off and pick up locations and times• Make sure you have contact information related to transportation in case of an emergency• If you are driving your child yourself, find out the drop off location, times, etc	
Notes	
Follow up regarding scheduling any related services <ul style="list-style-type: none">• If your child receives services outside of the school day from Non Public Agencies (NPA), you will most likely need to schedule a time for those services. Contact the NPA as soon as possible to make sure you get an appropriate time slot	

Back to School Checklist

<ul style="list-style-type: none">• If your child receives services from the school district, make sure that you are aware of the frequency, duration and location of those services, per the IEP• If your child is receiving a service like aide support in the classroom, you may want to contact the administrator or IEP case carrier to make sure that the school has an aide assigned for the first day of school	
Notes	
Talk to your child about the new school year <ul style="list-style-type: none">• Remember that the start of any school year is a transition, which may be difficult for some children• “Priming” your child for the year may involve visiting the campus, talking about the teacher and expectations, listening to your child’s concerns, etc• Involve therapists and other providers in the discussion when appropriate• Focus on the positive!	
Notes	
Calendar important dates throughout the coming school year, like progress reporting times <ul style="list-style-type: none">• Using a planner, calendar or computer calendaring software can be vital to an organized school year.• Look ahead at the school’s calendar and note any dates that are relevant to your child• Look at your child’s IEP for information about how often progress reports will be provided to you. Find out when periodic report cards are given and note this information on your calendar• Note any major projects, field trips or other events	

Back to School Checklist

<ul style="list-style-type: none">• Note the “due date” for your child’s annual IEP. Put a reminder the month before that date so that you can start coordinating a date with the school district	
Notes	
<p>Sign up for any applicable extracurricular activities</p> <ul style="list-style-type: none">• Find out what clubs, sports and other activities are available at your child’s school• Find out how to sign up for extracurricular activities so that you can make sure your child can participate. Get copies of any applicable policies and procedures, and find out about the time commitment / schedule.• Consider whether your child needs reinforcements, behavior support or other supplementary supports to participate. Discuss with the District / IEP team as appropriate	
Notes	