

Beginning of year

To do/reminders

1. Email gen ed teachers you're working with- welcome letter
2. Email parents- welcome letter
3. Email parents- student google form
4. Remind sped team- be cognizant of scheduling meetings-try not to schedule during a teacher's lunch or specials
5. Create student binders- put in binder dividers, reward menu, goals
6. Create student language notebooks
7. Print and laminate- student binder covers, binder spines, pencil case labels
8. Make student water bottles
9. Print in color student birthday posters
10. Print off reward punch cards
11. Upload IEP summary to IC (student roster website)
12. Email IEP summaries to specials teachers and gen ed teachers
13. Make my schedule
14. Make Para's schedule
15. Talk with Para- Re- go through her schedule, review expectations, what does she need from me, what materials does she need
16. Make binders of stuff to do with Para who has minutes with her-
17. Am I in charge of Blank's aide? Do I need to make para a binder of things to do with Blank?
18. To consider- do I want to keep individual pencil cases or have 1 per table?
19. Weed through classroom library-purge purge purge