



## Northern Lights Special Education Cooperative

[www.nlsec.org](http://www.nlsec.org)

16 East Hwy 61; PO Box 40 ~ Esko, MN 55733

Phone (218) 655-5018 ~ Fax (218) 451-4511

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### PLEASE COMPLETE THE FOLLOWING BEFORE LEAVING FOR THE SUMMER

- ☐ All evaluations are written, complete, and filed in the student's special education file.
- ☐ If paperwork (evaluations/IEPs) is received from a district outside of the cooperative, please make sure it is uploaded in history.
- ☐ All IEPs are written, completed, and filed in the student's special education file.
- ☐ All documents in SpEd Forms that have a "finalize" button are finalized to student history (i.e. IEP, evaluations, PWN, team meeting notice, progress reports, amendments, restrictive procedures, etc.)
- ☐ For student's graduating, please make sure the summary of performance and prior written notice are filed in the special education file and finalized in SpEd Forms.
- ☐ All progress reports are complete and filed for the entire school year.
- ☐ All end of the year progress reports have been mailed/sent home.
- ☐ ECSE teachers: All applicable COSF forms completed in SpEd Forms.
- ☐ If you have any outside diagnostic assessments or medical records (and releases of information), file them in the nurse's office with the rest of the health records.
- ☐ Prepare files for students moving between buildings (Preschool, 4/5th grade, 8th grade) and make sure they are ready for the following year.
- ☐ All MA Billing needs to be completed and sent to the NLSEC Office (Attn: Tamie Woodward).
- ☐ Please make sure to file your parent communication log for the school year.

Case Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

All steps on this form should be completed for each student on your caseload each school year before you leave on the last teacher planning day.

April 2023