

Special Education School Year Start Up Check List for Clerical Staff

ENROLLMENT

- Review [Welcome to Our School](#) and [Neighborhood Moderate/Severe Cluster Classes](#) flowcharts with clerical and special education staff.
 - It is not appropriate to tell a parent that the school cannot enroll the student or implement the IEP without first consulting the Special Education Division.

- Enroll any student who has an IEP from another district or an out of date IEP. Contact the case manager, who will follow the Interim Placement process. Call the Special Education Division at (619) 725-7700 if you have a question regarding enrollment.

- New Preschool (3-5) students with IEPs, fax or email copy of out of district IEP to ECSE office, with parent current address and contact information. ECSE will review the IEP and contact the family regarding offer of services.

STAFFING

- Assist the administrator in ensuring all special education staff or substitutes are in place. Filling of all special education teacher vacancies assigned to the school is the responsibility of the site administration in conjunction with the Human Resources Department. Contact the Human Resources Officer assigned to your site for certificated and classified staffing questions.

- Complete Personnel Action Request (PAR) Forms for special education teachers and paraeducators if needed.

- School Psychologists and Related Service Providers, such as Speech Language Pathologists, Occupational Therapists Adaptive P.E. Teachers etc., are assigned through the Department of Specialized and Related Services. Contact the (interim) Program Manager at (858)573-5941 for questions regarding related service staff.

All staff must review, sign and date the **Guidelines for Maintaining Professional Conduct, Prohibition of the Use of Aversive Behavior Procedures and Intrusive Behavior Interventions** documents. Document on a **sign-off sheet** to the record having communicated these directives to staff.

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RECORDS

- Collaborate with case managers to verify that a Special Education Container is present within the cumulative file for each student receiving special education services. Post a list of employees who can access confidential records.
- Create a system for documenting when records are sent, received, and/or stored.
- More information can be found:
 - [STUDENT RECORDS BP 5125\(a\)](#)
 - [STUDENT RECORDS AR 5125\(a\)](#)

TRANSPORTATION

- Typically, students who live outside of your boundaries and who have been placed by the special education division receive transportation. Students who have enrolled at your site via Choice do not receive Special Education transportation service. If your site is a VEEP (MS/HS) or Magnet School then all students may receive transportation through those programs depending on district criteria. Be sure the Case Manager has let you know the specific needs a child may have so the site transportation clerk can record that information for the student.
- Many tasks related to transportation (manifests for individual routes and scheduler assignments) can be accessed through the [Special Education Transportation](#) section of the SDUSD website. Concerns over transportation timelines or routes should be directed to the site Transportation Liason by calling (858) 496-8480.
- Assignment and staffing of bus monitors is the responsibility of the site administrator with the support of the clerical staff.