



Parent/Student Checklist: 2023-24 School Year

This form is designed to assist parents and guardians of students with IEPs and 504 plans to identify and plan for important dates in preparation for the upcoming school year.

BEFORE ALL STUDENTS GO BACK TO SCHOOL

- ☐ The opportunity for students with IEPs and 504s to meet with their **classroom teachers and casemangers** before school begins is called **Smart Start**. This **voluntary** event gives students an opportunity to introduce themselves, as well as provide any important information about how they learn and how best to support them.
- ☐ Students are encouraged to complete a one-page profile to share with your teachers during their introductory meetings. Please click here for a fillable [primary](#) and [secondary option](#) that can be emailed or printed. Or, your student is welcome to make one of their own.

DROP IN VISITS WITH TEACHERS

- ☐ Smart Start drop in opportunities are:
 - ☐ **Students K-8 Thursday, August 24, between 12:30-2:30 p.m.**
 - ☐ **Students in High School Thursday August 24, between 1:30-3:30.**
- ☐ During your time with the teacher (s) you and your student will:
 - ☐ Make introductions.
 - ☐ You can share your one-page student profile information.

THE FOLLOWING ARE EXPECTATIONS FOR COLLABORATION THROUGHOUT THE SCHOOL YEAR

- ☐ All of your student's teachers have access to their IEP or 504. If you have questions or concerns about this, please contact your student's case manager.
- ☐ Special education and related services begin right away, though the schedule for those services may look different in the first few weeks of school as team members are helping assess your child's needs in the new context and working to make sure all students get off to a strong start.
- ☐ A predictable schedule should be in place for all services by October 1. Feel free to check in with your student's case manager if you need information about this.
- ☐ For students with IEPs or 504's, an annual meeting will be scheduled every year to review progress and develop a new plan moving forward. Please know that the insight and input of parents and students is an incredibly important part of this process.