

PLEASE READ UPON RECEIPT!!

ANW SPECIAL EDUCATION TEACHER CHECKOUT LIST

Last ANW Duty Day_____

Teacher Name_____

Summer Address_____

ALL CERTIFIED PERSONNEL MUST CHECK OUT IN PERSON AT THE ANW OFFICE BETWEEN MAY 24TH AND JUNE 4TH FROM 8:30 - 11:00 A.M. OR 1:00 - 3:30 P.M. PLEASE CALL IF YOU WILL NOT BE CHECKING OUT BY JUNE 4TH. DO NOT SEND YOUR PARAPROFESSIONAL TO CHECK OUT FOR YOU.

It is imperative that you follow these procedures and deadlines. We all have numerous projects to complete that depend on your assistance. 2010-2011 begins July 1 and we have to be ready to move forward and have 2009-2010 complete. Thank you for a good year!

- _____ 1. **Folders for graduating seniors including the SOP form (if not already turned in). Turn in a list of graduating seniors on an 8-1/2 x 11 sheet of paper.**
- _____ 2. **Original IEP's written during the 2009-2010 school year that you have not sent in. Remember to use the IEP checklist so that all paperwork is included.**
- _____ 3. **All IEP Corrections that have not been turned in are DUE AT CHECKOUT.**
- _____ 4. **Mileage sheet: Turn in mileage sheets no later than June 1st. (Remind your para, also.) Mileage is not paid for checkout. Do NOT estimate your mileage. We need to payout 2009-10 mileage in June. Any mileage received after June 1st will not be paid because ANW will not be reimbursed by the State.**
- _____ 5. **If you need anything picked up by the IMC van, contact Pam immediately. The van will continue to run in your district on your normal day through the last week your district is in session. Also, contact Pam if your classroom is moving. (SEE NOTE ON PAGE 2.)**
- _____ 6. **Healthwave/Medicaid forms must be turned in so that reimbursement can be claimed for the 09-10 school year. EXIT forms need only be turned in for students leaving ANW, i.e. graduating, moving out of the ANW catchment area. Please have a list of Exited students and a separate list of NEW students you will be serving in 2010-2011 to give to Alicia. Contact Alicia with questions.**
- _____ 7. **Physical, occupational and speech language therapists **will no longer** need to turn in their therapy notes at checkout. **Do not confuse this with the Student Service Delivery Logs that you must still turn in to Alicia.****
- _____ 8. **Para timesheets. These must be turned in by May 28th. Final paychecks will be paid based on timesheets received as of **MAY 28th**. Signed para training logs must be turned in no later than **MAY 28th** or your para's paycheck will be held.**
- _____ 9. **Keys to ANW filing cabinets. This applies only to teachers who will be leaving the Coop at the end of the term. Label key with building name, room #, and any other pertinent information.**

OVER

- ____ 10. Complete **inventory list, testing and textbook requisitions** turned in to Pam by **May 22nd**.
- ____ 11. Turn in **Fanny Packs** you received from the nursing staff.
- ____ 12. All PDP knowledge point requests **MUST** be submitted no later than June 1st for consideration for the 2009-2010 school year. **Any that are not submitted prior to June 1st will not be approved and returned to the staff member.**
- ____ 13. Circle one answer. (I plan -do not plan) to participate in the **health insurance** group during the next plan year. You are not making a commitment at this time. We just need an idea of how many members we may have.
- ____ 14. Kansas State Extended Indicators for Reading, Math, Social Studies, Science and Writing (black notebooks). **IF APPLICABLE.**
- ____ 15. All VI-B and ARRA Sole Source funding staff will be provided a second semester certification of time for their signature at sign out. This **MUST** be signed and retained at the Coop.
- ____ 16. Make sure your para(s) has signed; you have signed and turned in all para 2009-10 training logs.
- ____ 17. Please be sure you have turned in all GREEN absence forms. If you're not sure, call or e-mail Sabrina for a list of the days you have turned in.
- ____ 17. If you have any ANW computer equipment that needs to be picked up or moved to another location, contact Jay as soon as possible so arrangements can be made. Also if you need computer equipment stored, we need to know as soon as possible as space is limited.

PLEASE CONTACT PAM BENNETT AT THE CENTRAL OFFICE IF YOU ARE PLANNING TO SEND ANY ITEMS TO THE OFFICE. THE VAN DRIVER WILL NOT PICK UP ANY MATERIALS WITHOUT PRIOR NOTICE. YOU CAN ALSO NOTIFY ALEX IN PERSON.

PLEASE COMPLETE ATTACHED 2009-2010 ASSET INVENTORY FORM. IT IS DUE AT CHECKOUT. READ FORM CAREFULLY FOR INSTRUCTIONS.