



ANW SPECIAL EDUCATION INTERLOCAL #603
710 Bridge Street, Humboldt, KS 66748 • 620.473.2257

ANW Special Education Interlocal Staff Checkout List 2025/2026

NAME: _____ DISTRICT: _____

HR/Payroll Department

1. Check personal information in [Skyward](#) (Address, contact information, emergency contact information, personal email, etc.)
2. [Summer Payroll Method](#) has been completed.
3. Verify that all absences are accounted for.
4. If you have accumulated leave over 800 hours (100 days) and are eligible for buy back, complete the [Sick Leave Buy Back](#) application.

Accounts Payable Department

1. Mileage sheet: Turn in mileage by submitting Skyward expense reimbursements no later than June 1st or it will result in no pay. (Remind your para also) **Mileage is not paid for checkout.** Do NOT estimate your mileage. We need to pay the 2025/2026 mileage in June before the start of the new fiscal year.

IEP/Student Records (if applicable)

****All progress reports must be completed before checkout. This will be verified at checkout.**

****All Preschool exit outcomes must be completed before checkout.**

1. Folders for graduating seniors include the SOP form, PWN, and Post School Outcomes, entered.

2. All IEPs written during the 2025/2026 school year MUST be scanned and emailed to MIS@anwcoop.com before the checkout date.
3. Please bring a paper copy of your current “Students for Primary Provider” list for the June 1st count. Please indicate any errors on the sheet. You can locate this by following these steps:
 - Provider_Default Group
 - Reports
 - Students for the primary provider
4. For students attending ESY [Potential ESY](#) student form has been submitted to Julie Defebaugh at jdefebaugh@anwcoop.com

If you are turning in IEPs that need to be reviewed, please allow ample time before a checkout session ends.

Non-Returning Staff

1. Any staff leaving ANW must return their ANW badge to the central office, any district badges and keys to the district administration and check in any technology equipment with Whitney.

*****If you have any questions about returning items you no longer use, please contact your coordinator. If the items are outdated or broken, they should be disposed of, and a note sent to Soni for inventory removal.***

Technology Department

Device Turn-In Requirements

The following ANW devices **must be brought to checkout** for inspection, updates, and/or security installation:

- **Laptops & chargers**
 - Required for updates and new security installation
 - You must provide your login information
 - Back up all files to your Google Drive before checkout
- **iPads & chargers**
 - Must be turned in by the staff member who checked out the device
 - Required for new security installation
- **Cell phones & chargers**
 - Required for updates and new security installation

Device Retention & Inspection

Our goal this year is to allow licensed staff to **retain their laptops and cell phones**. However:

- All devices must be **brought to checkout for a brief inspection**
- Devices needing updates or maintenance **will need to be turned in**
- If you do not bring your device, you will be asked to retrieve it before completing checkout
- Some staff are scheduled for device upgrades and will need to turn in their current device to receive a replacement

Note: Keeping your device is **not guaranteed, but I will do my best!**

ESY (Extended School Year)

You must inform Whitney at checkout which items you will need returned for ESY. These items will be prioritized and returned to you as quickly as possible.

Please bring any ESY materials and curriculum with you and give them to Julie.

Technology Inventory Requirement

All staff must complete a [Technology Inventory](#) for classroom equipment **not being turned in** (e.g., monitors, printers, projectors, etc.), as well as any ESY-needed items.

Steps:

1. Rename the document by adding your last name to the front
 - Example: *Ikehorn Technology Inventory 25–26*
 2. Complete all applicable tabs
 3. Share the document with **Whitney Ikehorn (wikehorn@anwcoop.com)** before checkout
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Staff Leaving ANW Special Education

All staff leaving ANW Special Education must return **ALL technology equipment**.

Medicaid Section (if applicable)(Related Services Only)

1. All Medicaid forms are turned in for the billing for the 2025/2026 school year, and all eligible services for the school year are logged into Relay for billing.
2. Paper copies of service logs for those in which dates do not align for the school year are turned in.

***Kailey has a report of which providers should have service logs according to a date-aligned report from CompuClaim and if they have any questions to let Kailey know.

***All MEDICAID logs and service logs need to be turned in. Service logs were entered with correct codes.

Personnel Section

1. Please ensure you have recorded all absence time through Skyward for you and any support staff under your supervision. Skyward has all leave recorded, and you can review it at any time. The last payday for Support Staff will be June 15, 2026. No one will be at the schools after May 26th, so corrections will need to be made before checkout.
2. Those supervising Support Staff must have completed the online Support Staff evaluation for each support staff member for this school year. [Support Staff Evaluation Form](#)
3. Complete the [PDP Needs Assessment](#). All PDP point requests must be submitted by June 1st.
4. All progress reports are completed.
5. Any Support Staff not returning? If so, Support Staff Exit form needs to be completed by your coordinator, and resignation emails/texts need to be attached. **PLEASE notify your coordinator or any support staff who are not returning.**
6. All preschool exit outcomes are completed.
7. Calendars for staff on daily contracts need to be submitted.
8. All SDI forms are completed. If you have any transfer to a different classroom or district or a new student through the evaluation process, you must complete the [SDI Transfer request](#) or [initial evaluation student request form](#).

9. [Inventory](#) of all ANW Special Education Interlocal instructional materials/curriculum in your classroom. This form will force you to create a copy.
1. Rename this document by adding your last name in front of the title. "Ikehorn Classroom Inventory 25-26".
 2. Complete both tabs (if applicable).
 3. Share this document with your coordinator BEFORE checkout.

2025-2026 Checkout Schedule & Booking Link

[Monday, May 18 through Friday, May 22 by Appointment | Related Service](#)

[Monday, May 18 | Crest, Iola, Humboldt](#)

[Tuesday, May 19 \(AM Session ONLY\) | YC, Iola](#)

[Tuesday, May 19 \(PM Session ONLY\) | Chanute](#)

[Wednesday, May 20 | Chanute](#)

[Thursday, May 21 | Appointment ONLY \(Coordinator Approval REQUIRED\)](#)

[Friday, May 22 | Moran, Altoona, Erie](#)

CHECK-OUT HOURS ARE 8:30 AM - 4 PM BY APPOINTMENT

The last day for checkout is May 22 - *No exceptions!*

If you cannot attend your assigned checkout date, please contact your coordinator as soon as possible. Upon approval, they will send you a scheduling link for May 21.

This year, checkout scheduling will be more digital and self-managed. Please be sure to sign up for the correct day, as bookings on the wrong day may be declined.

Appointments are scheduled in 15-minute increments during checkout hours to help keep things moving smoothly and reduce wait times.

These appointments are first-come, first-served. Please make sure to be on time for your appointment.