St. Lawrence-Lewis BOCES
Special Education Program

End of Year Checklist
School Age
June 2019

Name ___________________________________________________________
Phone __________________________________________________________________________
E-mail _____________________________

**Teachers and related service providers who are in a district** where there is a site supervisor will sign out in their districts. Individual supervisors will set up procedures in your district.

**Related Service and Itinerant staff who are not assigned to a host school site** will sign out in the Special Ed Office in Canton the week of June 24-27. 8:30 - 11:30 and 1:00 - 4:00.

Write N/A if item is NOT applicable to you.

- Progress Reports and Final report cards (Teacher sends copy to parent and regional secretary; regional secretary sends to district. Keep a copy for your files.)
- Student Excuses
- Student Records for students who are leaving BOCES or Changing Schools, give to your supervisor (If changing and if you can, transfer records to the Middle or High School.) If you have questions, check with your supervisor.
- School Age Related Service – Student/Attendance Form (Original to district and copy to regional secretary/supervisor)
- Documentation of Related Services form – PRESCHOOL only (formerly Related Services log form)
- Technology Inventory Form for the 18-19 School Year
- Any Packing Slips and Invoices (Including Open Accounts)
- Mileage Claims
- 10 Month Transition form for BOCES Teachers sending students to Extended School Year
- My Learning Plan – Make sure all activities are marked complete.
- Requisitions for the 18-19 school year Open Accounts
- Enter Grades into BOCES School Tools by June 10

**REMINDER:** All students’ attendance must be entered into BOCES/District School Tools.