HPREC Related Service Providers End of the Year Checklist

Employee: _____

Prior to the end of the school year, all employees must complete the following.
Please initial the completion of each task. Thank you.

General Logistics	Initials
☐ Complete all assessments, IEPS, and progress reports for students.	_____
☐ Finalize all documents in TIENET (IEPs, Evaluations, Parent Contacts, etc.)	_____
☐ Make sure all Service Capture logs are marked completed (as appropriate) and delete any incomplete or duplicate logs.	_____
☐ Turn in all special education documentation to special education coordinator/director according to district policy.	_____
☐ Check in all test kits, protocols, and other materials with Matthew. Please let her know what you will be checking out again in the fall.	_____
☐ For those materials that remain in the schools, make sure to clearly label all HPREC equipment (chairs, file cabinets, etc).	_____
☐ Contact Dana and let her know the date of your last day.	_____
☐ Turn in last Task and Travel Log to Gary.	_____
☐ Turn in supervision documentation logs to Dana (from both the supervisee and supervisor).	_____
☐ On your last day, call into HPREC to ensure that we formally know that you have completed your contract.	_____

Technology	
☐ **Printers** – Check in all printers and ink cartridges. Label printers with your name and the school in which they were for the 2014-2015 school year.	_____
☐ **Laptop** – Make sure to label laptop prior to checking it in.	Initial Only One
☐ I will check in my laptop on or before the last day of May, 2015.	_____
☐ I will use my laptop over the summer and will check it in on or before Aug. 1st for maintenance.	_____
☐ **iPad 2** – Make sure to label iPad prior to checking it in.	Initial Only One
☐ I will check in my iPad on or before the last day of May, 2015.	_____
☐ I will use my iPad over the summer and will not be checking it in.	_____

Test Kits, Protocal, and Software	
☐ Identify and work with colleagues to identify tests kits, protocols, and/or software that needs to be ordered for the 2015-2016 school year.	Initial Only One
☐ I have completed and attached a requisition for tests kits, protocols, and/or software that I will need for the 2015-2016 school year.	_____
☐ I do not believe that I need any test kits, protocols, and/or software ordered at this time for the 2015-2016 school year.	_____

Signature of HPREC Staff_____ Date_____

Signature of Director of Programs_____ Date_____