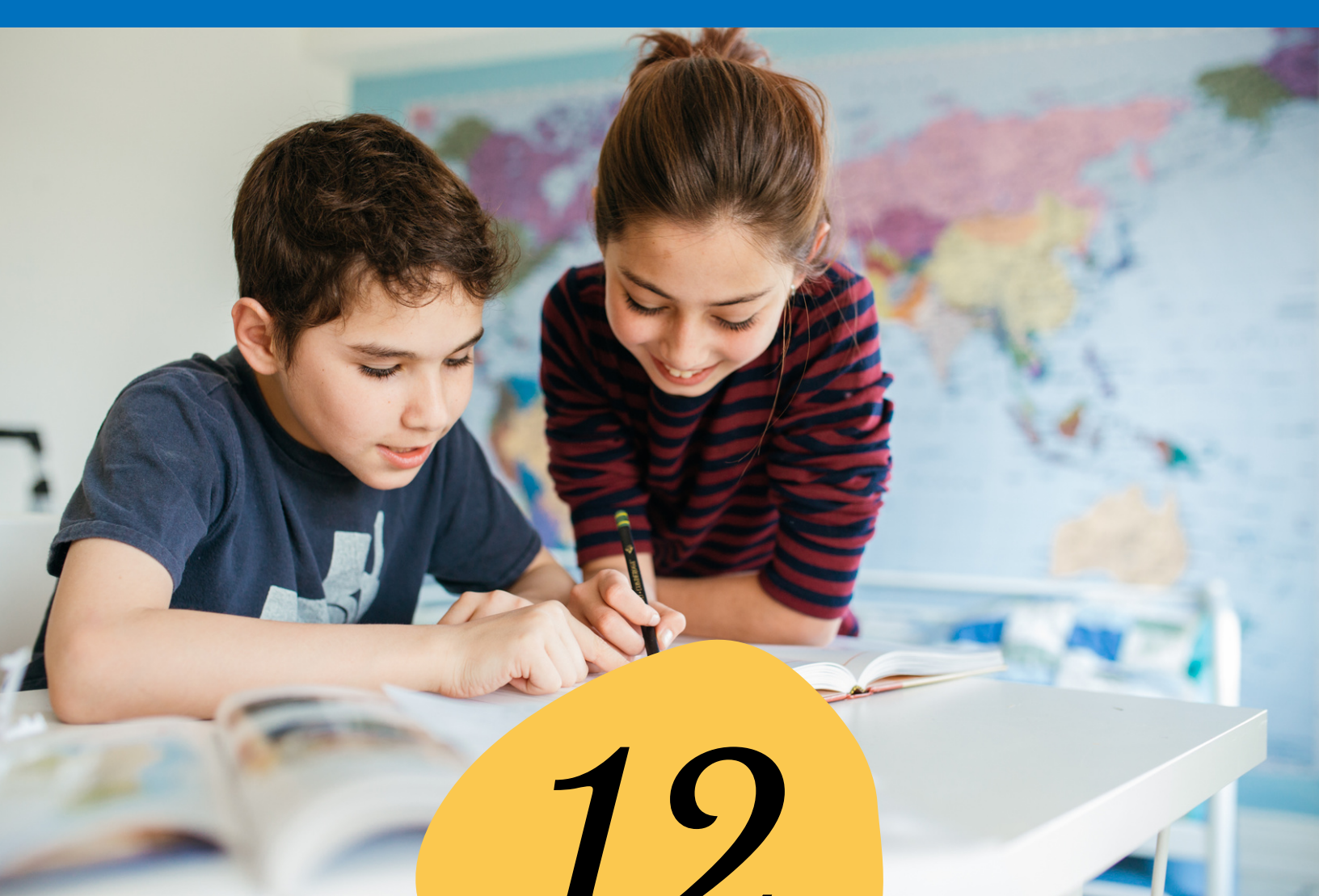




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Month Check List

EXCEPTIONAL STUDENT EDUCATION
& STUDENT SERVICES DIRECTOR
RESPONSIBILITIES



Service . Collaboration . Achievement

Disclosure

THIS DOCUMENT IS MEANT TO BE A GUIDE FOR
ESE DIRECTORS & STUDENT SERVICES DIRECTORS.

NOT ALL ITEMS ARE APPLICABLE.
PLEASE ASK QUESTIONS AND WORK
WITH YOUR COLLEAGUES.

IF YOU FEEL SOMETHING NEEDS TO BE ADDED TO
THIS DOCUMENT, PLEASE CONTACT US DIRECTLY.

Notes

[illegible]

Student Survey Date Information

SURVEY 1:

Survey Week July 11 – 15, 2022

Due Date: July 29, 2022

State Processing: July 25 – September 9, 2022

Final Update/Amendment Date: September 30, 2022

SURVEY 8:

State Processing: July 18 – September 22, 2022

Survey M:

(September - Personnel Email Address)

State Processing: August 15 - September 9, 2022

SURVEY 6:

Survey Dates: August 19 and September 2, 2022

Due Dates: August 19 and September 2, 2022

State Processing: August 19 – September 9, 2022

SURVEY 2:

Survey Week: October 10 – 14, 2022

Due Date: October 21, 2022

State Processing: October 17 – November 4, 2022

Final Update/Amendment Date: December 15, 2022

SURVEY R:

<u>Reporting Month</u>	<u>Due Date</u>
August 2022	September 9, 2022
September 2022	October 7, 2022
October 2022	November 11, 2022
November 2022	December 9, 2022
December 2022	January 13, 2023
January 2023	February 10, 2023
February 2023	March 10, 2023
March 2023	April 7, 2023
April 2023	May 5, 2023
May 2023	June 9, 2023
June 2023	July 14, 2023
July 2023	August 11, 2023

SURVEY 9:

Due Date: December 2, 2022

State Processing: November 21 – January 6, 2023

SURVEY J:

(Student, FES)

Verification File Available: January 9, 2023

Submission Deadline: January 18, 2023

Final Update: January 20, 2023

State Processing: January 9 - 20, 2023

SURVEY N:

(February - Personnel Email Address)

State Processing: January 16 - February 10, 2023

SURVEY 3:

Survey Week: February 6 – 10, 2023

Due Date: February 17, 2023

State Processing: February 13 – March 3, 2023

Final Update/Amendment Date: April 15, 2023

SURVEY K:

(Student, FES)

Verification File Available: March 6, 2023

Submission Deadline: March 15, 2023

Final Update: March 17, 2023

State Processing: March 6 - 17, 2023

SURVEY 4:

Survey Week: June 12 – 16, 2023

Due Date: June 30, 2023

State Processing: June 19 – July 7, 2023

Final Update/Amendment Date: August 15, 2023

SURVEY 5:

Due Date: July 21, 2023

State Processing: July 17 – August 18, 2023

Final Update/Amendment Date: October 31, 2023

ESE Meetings & Conferences

Spring

VISIONS

Summer

CASE

(Council of Administrators of Special Education)

Family Café

HEC SLC

(Heartland Educational Consortium
Summer Leadership Conference)

ISRD Summer Institute

NEFEC SLC

(North East Florida Educational Consortium
Summer Leadership Conference)

PAEC SLC

(Panhandle Area Educational Consortium
Summer Leadership Conference)

SESI

(*Special Education Summer Institute)

Fall

FCEC

(Florida Council for Exceptional Children)

Winter

AMM

(Administrator's Management Meeting)

CARD

(Center for Autism and Related Disabilities)

ISRD Winter Institute

RMTC-DHH Summit

Year Round

ELIGIBILITY CONTACT MEETINGS

(see BEESS Weekly Memo)

<https://www.fldoe.org/academics/exceptional-student-edu/beess-resources/presentations-pubs/weekly-memo.shtml>

Discretionary Projects

ACCESS Project	www.accesstofls.org
Arts4All Florida.....	www.arts4allflorida.org
Auditory/Oral Education	www.clarkeschools.org
(Clarke School)	
Auditory/Oral Education	www.pediatrics.med.miami.edu/debbie-school
(Debbie School)	
(CARD)	www.florida-card.org
Center for Autism & Related Disabilities	
(CHRIS)	www.chris.miami.edu
Children Registry & Information System	
(CIVI)	(FSU College of Education)
Critical Initiatives in Visual Impairment	
(ESE) Parent Survey	
Exceptional Student Education	
ESE Tuition Support	www.florida-ese.org/tuition-support
Family Café	www.familycafe.net
FDLRS Administration	www.fdlrs.org
FDLRS AC's	www.fdlrs.org
Florida Diagnostic & Learning Resources System Associate Centers	
(FDLRS MDCS)	www.mdc.fsu.edu
FDLRS Multidisciplinary Education Service Centers	
Keiser University	www.kumc.keiseruniversity.edu
University of FL (Gainesville)	www.mdtp.pediatrics.med.ufl.edu
University of FL (Jacksonville)	www.hscj.ufl.edu/pediatrics/diagnostic-and-learning-resources
University of Miami	www.fdlrs-um.miami.edu
University of South Florida	www.cfs.cbcs.usf.edu/news-events/detail.cfm?id=637
FIN Administration	www.floridainclusionnetwork.com
Florida Inclusion Network	
(FIMC VI)	www.fimcvi.org
Florida Instructional Materials Center for the Visually Impaired	
(FLPBIS:MTSS)	www.flpbis.cbcs.usf.edu
Florida Positive Behavioral Interventions & Support Project: Multi Tiered System of Supports	
(SCT)	www.cfs.cbcs.usf.edu/projects-research/detail.cfm?id=492
Florida School Climate Transformation	
(ISRD)	www.isrd.nefec.org
Institute for Small and Rural Districts	
Learning Through Listening	www.learningally.org

Discretionary Projects Continued..

(SEDNET)	www.sednetfl.info
Multiagency Network for Students with Emotional or Behavioral Disabilities	
SEDNET Administration	www.sednetfl.info
(PEPSA)	www.doepartnership.fmhi.usf.edu
Partnership for Effective Programs for Students with Autism	
Patient Academic Program at Johns Hopkins All Children Hospital	www.hopkinsallchildrens.org
(PDSP)	www.florida-ese.org
Personnel Development Support Project	
(PS/Rtl)	www.floridarti.usf.edu
Problem Solving and Response to Intervention	
(PS/Rtl/TLC)	www.tlc-mtss.com
PS/Rtl Technology and Learning Connections	
Project 10: Transition Education Network	www.project10.info
RMTCD/HH	www.rmtcdhh.org
Resource Materials and Technology Center for the Deaf/Hard of Hearing	
Special Olympics, Florida	www.specialolympicsflorida.org
Student Support Services (SSS) Project	www.sss.usf.edu
TATS	www.tats.ucf.edu
Technical Assistance and Training System for Programs Serving PreKindergarten Children with Disabilities	
WWE	www.flwwe.net
Working with the Experts	

July

- Plan back-to-school meeting for ESE/Student Services Department staff
- Send out requested records for Family Empowerment Scholarships
- Florida Standards Alternative Assessment (FSAA) training
- Schedule orientation/training for school psychologists
- Schedule monthly meetings for school-based mental health professionals
- Develop a professional development (PD) plan for school year
- Review/revise therapy schedules
- Schedule a meeting with Transportation staff to discuss special transportation concerns/questions
- Organize and/or help with paraprofessional training
- Parent funding letter (251-255)
- Share/review LEA Profile with school-based administration
- Inventory and order any psychological tests, AT, OT, PT specialized equipment
- Finalize updates to 504, MTSS manuals
- Familiarize with Purchase Order (PO) process and submit new PO's (if applicable)
- Review and revise ESE P&P

August

- Review/revise therapy schedules
- Conduct required trainings for ELL, Homeless, Migrant at schools
- ACCESS for ELLs
- Update contact list and submit to FDOE
- Update restraint portal with school staff who will enter data
- ESE/Pre-K Entry Assessments VPK
- Schedule meeting with local private schools for consultation of services
- Review new budgets
- Provide Mental Health Assistance Allocation Plan (MHAAP) to FDOE
- Complete verification of compliance with Behavioral Threat Assessment Policy and Procedures

September

- FDOE Desktop Monitoring (Step 1) - request for list of students to FDOE via ShareFile
- Discuss Full-Time Equivalent (FTE) prepping needs for October with stakeholders (Survey 2)
- Run reports - LRE, EWS, Medicaid, Matrix (254 or greater) review folders/data
- On-Site Monitoring
- Mental Health Assistance Allocation Plan (MHAAP) outcome and expenditures report
- Safe School Expenditure survey
- Attendance Awareness Month
- Suicide Prevention Month

October

- Self-Assessment – FDOE
- Place FSAA order to FDOE for fall
- Desktop Monitoring – reviews/make corrections as needed
- Disability Awareness Week
- Look for Survey 2 email
- Complete Active Assailant Response Plan
- Complete Dispute Resolution & Monitoring (DRM) verification to FDOE/NIMAS
- ESE P&P due to in FDOE General Supervision Website (GSW)
- District Certification for PRIOR YEAR School Environmental Safety Incident Reporting (SESIR), Discipline Referral Action Data and Verification of Compliance with Policy Prohibiting Bullying and Harassment Required by section 1006.147, Florida Statutes (F.S.)

November

- Desktop Monitoring (Step 2) – selected students' info uploaded to ShareFile
- ESE – extraordinary exemption request form due 60 calendar days prior to assessment administration
- Unique accommodations
 - Audible, medical, & extraordinary
- Complete DRM verification
- Survey 2 - Due in mid-December
- Federal Funded Personnel Certification
- Complete ESE forms for extraordinary exemptions
- FSAA Requirements training (if applicable)
- Data Verification Activity (Survey 2 – IDEA Educational Environment Codes)

December

- IDEA Environmental Code check
- Survey 2 due by mid month
- FDOE Desktop Monitoring (Step 3) – selected students' files uploaded into ShareFile
- Implementation Plans for Mental and Emotional Health, Child Trafficking, and Substance Use/Abuse due to FDOE
- Verify Annual Personnel report via IDEA

January

- Graduation Deferral Notification Letters
- Start prepping for IDEA Grant
- Send out notices for ESE Parent Survey from FDOE
- Correction Action Plan (CAP) for Desktop Monitoring
- Complete verification activity report for Indicator 12 – (PreK – C to B)
- School Safety Survey
- Begin prepping for next year
- Staffing plan
- Budgeting
- Priorities
- Projected class enrollments
- Special transportation
- Administration needs

February

- ESE Parent Surveys open
- Complete Florida Instructional Materials Center (FIMC) Report
- Student Services Week

March

- Send School Choice/Florida Empowerment Scholarship Letter
- Verify and/or help plan Transition/Articulation Meetings for Pre-K to K, 5th to 6th, and 8th to 9th
- Double check graduation waivers
- VPK Summer Planning
- Flexible Scheduling training
- FDOE Discretionary Project Review

April

- Provide input to stakeholders for Reading Plan
- Prepare for summer
 - Extended School Year (ESY)
 - IEP meetings
 - Summer staff contracts
 - Locations
 - Materials
 - Special transportation
- Complete Summary of Performance for Seniors
- Schedule meeting with local private school for consultation of services
- Collaborate with Administration on
 - Title IA
 - Title II
 - Title IV
 - Title V
 - Title III Grant
 - Title IC Grant
 - Title IX Grant
- Complete K-12 Guidance Plan
- Complete School Choice verification with FDOE

May

- Ensure graduation coding accuracy
- Review and update ESE P&P FDOE (check on due date)
- Start updating 504, MTSS manuals
- Review and update IDEA Grant
- Interview/student selections for extended transition programs
- Deferred Graduation (Deadline is May 30th)
- ESE Annual Parent Survey Deadline
- LEA Profile review and verification
- Report of Students Granted One-Year Exemption from the Florida Statewide Assessment
- Give EOY checkout to principals
- Mental Health Awareness Month

June

- Time & effort, 100% signatures, review for completion/accuracy
- Final check with charter school/private school monitoring for spending of IDEA funds
- IDEA Entitlement Project Application
 - DOE 100/101
 - DOE 200
- Annual Guidance report due
- Mental Health Allocation Plan
- District Certification School Environmental Safety Incident Reporting (SESIR), Discipline Referral Action Data and Verification of Compliance with Policy Prohibiting Bullying and Harassment Required by section 1006.147, Florida Statutes (F.S.)

Weekly

- PEER District Calls
- Team Meetings

Bi-Weekly

- Instructional Leader Meetings
- Mental Health Admin Calls
- Personnel Activity Reports (PARs)

Monthly

- "Walk Throughs"
- ESE Budgets & Tracking Meeting
- Compliance Checks
- Meetings
 - Schools
 - TAT
 - Medicaid
 - PBIS
 - ESOL
 - Just Read, Florida! (JRF) FDOE
- FSSP - FL Safe Schools Portal
- Review data with MIS director for surveys

Quarterly

- IDEA Expense Tracking with Finance Team
- IDEA Grant corrections
- Run reports
 - EWS
 - OSS/ISS
 - LRE
 - Extraordinary Exemptions
 - EOC Waivers
- FDOE Parent Liaison Calls
- FDOE Gifted Calls
- Inventory
- Accountability Check – EWS Indicators
- Needs Assessment
- Updated database SIS Screens

Semester

- ESE Trainings for team, updates to Admin, training for staff
- Review contracts & MOUs
- Review & revise District Policies and Procedures
- Review & revise handbooks
- Review & revise website
- Review & revise contact lists
- YMHFA Training tracking
- Check in with Title Grant Administrator
- Check in with charter/private schools
- FDOE/ESE & SS Director calls (as needed)



Service . Collaboration . Achievement

Contact Us!

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