

WHAT TO DO THE FIRST 2 WEEKS OF SCHOOL

& QUESTIONS TO ASK IN A NEW DISTRICT

Logistics:

- Make friends with the school secretary. They are the gatekeeper to many many things
- Get a district map showing all the schools, address and phone numbers
- Get School maps for each of your schools
- Get the Bell schedule so you know the start time and end time of the school(s)
- Get the district calendar and add the day's school are out to your calendar
- Find out the names and contact information for important team members at each school such as the psychologist, resource teachers, SDC teachers, speech therapists.
- When you sign in to school, ask secretary/receptionist if there is a room that you can use consistently for therapy (if it is locked – can you have a key)
- Find out where you can securely keep student working files
- Ask about a parking spot- there may be a designated space
- Do you need a badge or identification when entering schools? If so, SPG will provide you one. Contact Koren Ferreira (koren.ferreira@speechpath.com)
- Put the phone number and address of each school into your phone

Questions that Vary District to District:

- Is there a formal referral process for OT/PT services
- Does your district have an RTI program and is OT/PT involved?
- What is the procedure for documenting services on SEIS for consult and direct services combined? Written all in service grid (monthly, yearly, session-based) or consult up in Supplemental section?
- Who decides whether a student will receive ESY services and enter it into SEIS?
- Does your district have OT/PT consult only on 504 students or allow direct services?

Tips for Scheduling:

- Ask each teacher of each of your students for their schedule so you know when they have recess, lunch, and other times that may not be ideal.
- Ask when else the student may be pulled for other services to schedule around those times. (at the beginning of the year try to go as early as possible to lock in your preferred time before everyone else)
- Write your schedule in pencil, be flexible, but not too flexible! Let teachers know you will try your best to accommodate their preferred times, but you are only at that site certain days and times.

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Tips and Tricks of Staying Organized as an Itinerant Therapist:

- Determine if you have space to leave equipment and supplies at each school
- If not, determine how you will bring what you need each day i.e. rolling suitcase, rolling cart, backpack etc.
- Keep back up supplies in your car – handy things to have include scissors, scotch tape, masking tape, pens, pencils, post- it, stapler, various types of paper
- Use a mileage tracking app
- Look at the year at a glance and determine how many Annuals and Triennials you will have each month.
Paper pencil method - list out each month of the year and put student's name under the month of the IEP (list if it is annual or tri).
Electronic method- on SEIS go to Current Students and sort by Date of Next Annual IEP and then look at the Date of Next Evaluation column and highlight any Triennials this school year. Print and keep in your binder with Daily Notes. (if you see a cluster of meetings let your teams know in advance so they can help by doing some early if possible)
- To get a quick glance overview of the OT or PT goals - go the 'Future IEP' in SEIS and go to the Goals page for each student. Click on the box to the left of each of your goals then print by clicking the blue box Print Selected Goals.
- Give yourself an alert in your calendar **2 weeks before** an Annual is due so you can start seeing where the student is at with their goals and **45 days before** a Triennial to prepare to assess. Paper Pencil method- write it in your calendar and color code with highlighters. Electronic method- set up an alert in your smart phone.
- Once a meeting is scheduled Alert yourself **2 days before** an IEP meeting to remind yourself to get your data in SEIS