

Back to School Checklist

- Inventory and organize therapy supplies
- Review and organize caseload information (names, dates of birth, contact information, teachers/classrooms, frequency of service, goals, copies of IEPs/MFEs, important dates)
- Create data sheets for each student
- Create plans of care for each student
- Create files for each student for IEPs, MFEs, data sheets, and work samples
- Draft an introduction letter to parents
- Introduce yourself to teachers and discuss scheduling needs
- Finalize schedule
- Set up your room (if you're lucky enough to have one!)
- Assemble an evaluation kit with assessment items (paper, pencils, crayons, ball, scissors, puzzle, etc.)
- Make a box or bag of frequently used items for easy grab and go!