

## End of the Year Education Report

(Send this form to Education Specialist **one-week before the end of the school year**)

Center Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **I have checked all the children's files and each file is complete with the following education documents:**

- Student Profile (bottom of file)
- Home Visit I
- Parent / Teacher conference I
- Home Visit II
- Individual School Readiness Plan (Fall, Winter, Spring)
- The GOLD Individual Child Report (Fall-Spring) and Transition Verification Form
- Parent / Teacher Conference II
- Observation Notes filed by date order with the most current date on top.

### **I have checked all the children's files and verified the following:**

- All observation notes are printed out from GOLD.
- All observation notes are filed in children's files appropriately.
- Each child's file has 2 Home Visit Forms (if child enrolled before Dec.) completed with the appropriate documentation.
- Each child's file has 2 Parent / Teacher Conference Forms (if child enrolled Before Dec.) completed with the appropriate documentation.

### **Education Documents that must be completed and turned in to Education Specialist at the end of the school year.**

- Copy of completed Fire Drill Record (Keep original at your center for 1 year).
- Completed End of the Month Notebook.
- End of Year Education Report.
- Curriculum / Resource Books Checklist.

Teacher Signature: \_\_\_\_\_