

When you have a child in your class who has QUALIFIED for Special Services:

- Place the *Related Services Sign in Notebook* in an easily accessible place, not clearly visible to anyone passing by, school personnel **MUST** sign **IN** and **OUT** at each visit. On their first visit, welcome them to the classroom, introduce them to the children and staff, show them where the sign in sheet is and explain that they must sign in **AND** out each day with the child's name, the date, and their name and title initials (SLP, OT, PT).
- If the school personnel call and say they are unable to come in that day, record this on the *Related Services Sign In Notebook* form.
- When you communicate with the DD Preschool Liaison, whether by phone or in person, document this on the *Related Services Sign In Notebook* form.
- Keep the Disabilities Specialist informed of the services, school personnel interactions, and progress of the child.
- When scheduling Parent/Teacher Conferences, ask the parent if they would like to meet with the therapist or liaison, inform the therapist or liaison well ahead of the scheduled date and time in order for them to arrange to attend or send appropriate information.
- At every opportunity encourage parents to attend and/or observe therapy sessions.
- At every opportunity encourage therapists to send information home with parents.
- **Document all efforts!**
- Contact the Disabilities Specialist when and if you have concerns regarding the child, therapy, services, etc.
- **Implement IEP accommodations/modifications for the child in your classroom.**