

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 the school personnel 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 the name of provider and title initials (SLP, OT, PT, Special Education Case Manager, etc.)
- If the school personnel call or text and say they are unable to come in that day, record 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.
- At every opportunity encourage therapists to send information home with parents.
- 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 with the help from the Disability Specialist.**