End of the Year Close Out Checklists for Ongoing Progress Monitoring

Program/District: Completed by:

School Year: Date Completed:

Closing Out the Year Checklist

Complete Fall, Winter, and Spring Checkpoints throughout school year for enrolled children.

Schedule completion and monitoring for Spring checkpoint on or before June 4, 2021.

Plan and complete review of child outcomes data.

Contact Head Start Program if applicable to confirm OSEP exits are completed for students with disabilities.

Plan and schedule monitoring activities to verify teachers and administrators complete OSEP exits.

Schedule time to archive completed students and disable accounts for teachers that are not returning for the next school year.

Review practices in policy and procedures to ensure everything is still operational and ensures effective practices.

All activities to be completed by June 30th

Getting Ready for Next Year Checklist

Add 21-22 TSG Checkpoint dates to calendar: Fall (Oct. 8/21), Winter (Feb. 4/22), Spring (June 3/22), and Summer (July 20/22).

Schedule time to review each season and yearly data. Examine how you will review (i.e.: by teacher, site, program). Consider including Program Specialist.

Plan and schedule activities to renew license and validation of program, site, and class names for license. (For example, there is no school called default site, class names do not need to have year (i.e.: 2019-2020), portfolios just move through.

Ensure valid, correct AZED (SAIS) ID's in the license and review steps for transfer if you receive "SAIS already exists error."

Assess professional development needs for teachers (Videos in develop tab, direct PD from TSG, and/or inter-rater reliability)

Update policies and procedure if necessary.

All activities to be completed by first day of school