FIRST 45 DAY TIME LINE

For EHS/HS Teachers

BEFORE SCHOOL STARTS

OPEN HOUSE

Participate in various planned Open Houses, Meet families, help team gather important forms, assessments and community building.

HOME VISITS

Create/Share schedule with Site Supervisor, Get HV verification form signed, Individualization plan/goals created and signed
Parent DECA filled out and signed

BY DAY 10

DENVER

Re-screen within 10 days if child does not pass

DENVER counts as speech eval for those schools that do not have other resources.

DAYS 11- 15

START DECAS

Will get packet of forms from Mental Health Team

DAY 15

DECAS DONE

Track on Google tracking sheet
Hand copies to Site Supervisor, They will hand to ERSEA to be entered in Child Plus

DAY 20

FILES COMPLETE

Site Supervisors will begin checking files. make sure all forms are filed in the correct place.

DAY 30

ALL SCREENINGS DONE

Complete screening summary for each child

DAY 40

FILE AUDIT

Site Supervisors/Content Managers will begin looking through files looking for quality and completion of all requirements

DAY 45

FILE AUDIT

All file Audits will be complete