

2016/2017



**Mark Your
Calendar**



CLERK MEETING:

August 2, 2016 @ BOE (9 AM until 3:30 PM)

COORDINATOR MEETINGS:

(Meetings will be held on Thursdays at the BOE SPED Office (2:30 PM - 4:00 PM))

August 25, 2016
September 29, 2016
October 20, 2016
December 15, 2016
January 26, 2017
March 9, 2017
April 20, 2017

GIFTED K-6 MEETINGS:

(Meetings will be held on Tuesdays at the BOE SPED Office at 8:00 AM)

Oct. 4, 2016
Dec. 6, 2016
Feb. 7, 2017

Gifted Testing: March 13th - March 24th, 2017

Gifted Scoring: March 27th - March 31st, 2017 @ BOE

GOIEP Work Days for SPED Teachers:
Work Days will be held at NES Computer Lab

(DATE/TIME TO BE ANNOUNCED)

Medicaid Billing: (Speech, OT, PT & Nurses)

Treatment logs are due to Wendy Lee @ BOE by the 10th of each month.

*****IEP Meeting Notices*****

Once meeting has been scheduled, send meeting notice immediately to SPED Office by fax (462-6119) or email (wendy.lee@brantley.k12.ga.us). This will allow time for our office to update calendars and make sure necessary personnel attend.

Caseload Reports (SPED, Gifted, Speech & 504)

Reports need to be completed on computer and submitted by email as an attachment to wendy.lee@brantley.k12.ga.us

Reports are due monthly on the following dates:

August 31, 2016

September 30, 2016

October 31, 2016

November 30, 2016

December 21, 2016

January 31, 2017

February 28, 2017

March 31, 2017

April 28, 2017

May 26, 2017

**INITIAL REFERRAL PAPERWORK
IS DUE TO BOE BY 4 PM
FRIDAY, FEBRUARY 17th, 2017**

**END OF YEAR PAPERWORK IS DUE TO BOE BY
WEDNESDAY, MAY 17TH, 2017**

REMEMBER:

IEP AMENDMENTS - WHEN AN IEP HAS BEEN AMENDED, THE ENTIRE IEP WILL NEED TO BE PRINTED AND SENT TO OUR OFFICE *IMMEDIATELY* FOR FILING. PLEASE INCLUDE A WRITTEN SUMMARY OF AMENDMENT DETAILS.

SUPPLIES / MATERIALS - ANYTIME YOU NEED SUPPLIES OR MATERIALS, SEND A REQUEST BY EMAIL, FAX OR SCHOOL MAIL TO WENDY LEE.

IEP PAPERWORK - PLEASE REMEMBER THAT PAPERWORK IS DUE TO OUR OFFICE *NO LATER THAN 15 DAYS* AFTER THE MEETING HAS BEEN HELD.

***COMPLETED IEP PAPERWORK IS DUE FROM TEACHER TO SPED CLERK AT SCHOOL WITHIN 10 DAYS FROM DATE MEETING WAS HELD.**

***ORIGINAL IEP PAPERWORK IS DUE AT BOE FROM CLERK WITHIN 5 DAYS FROM DATE CLERK RECEIVED PAPERWORK FROM TEACHER.**

TRANSFER STUDENTS:

PLEASE NOTIFY SUZANNE CRUMPTON IMMEDIATELY OF TRANSFER STUDENTS. IF A TRANSFER STUDENT IS SPEECH ONLY, YOU WILL ALSO NEED TO LET SUZANNE CRUMPTON KNOW. IF A STUDENT STAYS FOR 1 OR 2 DAYS, THAT STUDENT IS STILL CONSIDERED A TRANSFER. TRANSFER PAPERWORK WILL NEED TO BE COMPLETED AND SENT TO SUZANNE CRUMPTON. PLEASE EMAIL TRANSFER NOTIFICATIONS TO suzanne.crumpton@brantley.k12.ga.us OR CALL OUR OFFICE (462-6612) AND SPEAK WITH SUZANNE CRUMPTON.

GAA DATES TO REMEMBER

(Brandi O'Neal, Amanda Westover, Heather Thomas,
Jessica Lee, Lynette Moore, Lynette Herrin)

GAA Notebooks due to BOE for peer review
(ELA & MATH Collection Period 1 & 2 Due)

NOVEMBER 9TH, 2016 8:00 AM - 3:30 PM

DECEMBER 8TH, 2016 8:00 AM - 3:30 PM

GAA Notebooks due to BOE for peer review
(SCIENCE & Social Studies Collection Period 1 & 2 Due)

FEBRUARY 8TH, 2017 8:00 AM - 3:30 PM

MARCH 8TH, 2017 8:00 AM - 3:30 PM

March 10TH, 2017

COMPLETED GAAs Due to Mrs. Roxie Tumlin

@ BOE by 3:00 PM

Have a great school year!