**SpEd Forms Biannual Reports**

**Directions:** <https://www.youtube.com/watch?v=6GHaAwsu2i8>

**Combined Report** (Only if you case manage students)

* Leave all settings as is and click “Update”
* Verify accuracy of:
  + Grade
  + Prim Dis (Primary Disability) – this should reflect what was identified as the primary disability in the last evaluation report:
    - 01 – Speech/Language 08 – EBD
    - 02 – DCD: Mild/Moderate 09 – Deaf/Blind
    - 03 – DCD: Severe/Profound 10 – OHD
    - 04 – Physically Impaired 11 – Autism (ASD)
    - 05 – Deaf/Hard of Hearing 12 – Developmental Delay
    - 06 – Visually Impaired 14 – Traumatic Brain Injury
    - 07 – Learning Disability (SLD) 16 – Severely Multiply Impaired
  + SD (Serving District)
  + RD (Resident District)
* Make sure all students you case manage are on the list
* Sign form to verify accuracy.

**Teacher Workload Analysis**

* Change the default settings:
  + Change the date range for this school year (September 1 to May 31)
  + Change to “Provider”
  + Click “Refresh”
* Verify accuracy
  + SD (Serving District)
  + Grade
  + Service/Location should be 1, 2,3, or 4
  + DIR MIN (Direct Minutes)
  + IND MIN (Indirect Minutes)
  + FREQ (Frequency)
* Make sure all students you service and all of their service minutes are on the list
* Highlight any that are on an ISP.
* Sign the form to verify accuracy.

**Schedule**

* Send a copy of your schedule and paras you direct
  + Schedules should have start times and end times. If you only see students on specific days or a set number of days – write that on there.
  + Schedules should have “class” taught
  + Schedules should have student initials or names
  + Sign schedule to verify accuracy