**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