PresenceLearning is the leading provider of live online special education related services to K-12 schools nationwide.

5 TIPS for Managing Your Special Education Caseload

1. **Stay Organized**

   - Keep a master calendar of your daily schedule.
   
   - Label dividers for individual sections, including IEP goals, parent communication logs, and parent contact details.
   
   - School data directory:
     - Student information
     - Family information
     - Deviation from IEP

2. **Track Work Samples**

   - Keep a master list of students with relevant information.
   
   - Create individual binders or folders for each student.
   
   - Examples:
     - Before/During/After IEP Meeting
     - Classroom Accommodations
     - Referral Meetings
     - Assessments

3. **Designate a time to work on documentation**

   - Scheduling a specific time for documentation.
   
   - Note: Almost all documentation is original or physical paper copies.
   
   - Keeping track of the documentation in individual student binders or folders.

4. **Use checklists for different processes**

   - Use checklists for different processes.
   
   - Examples:
     - Before/During/After IEP Meeting
     - Classroom Accommodations
     - Referral Meetings
     - Assessments

5. **Make sure to collaborate**

   - Designate a time for related services providers to collaboratively work on assessments.
   
   - Send evaluation forms to colleagues to fill out about individual students on your caseload.
   
   - Getting input from general education teachers and special education personnel is essential.