

✓ 5 TIPS for

Managing Your Special Education Caseload



1.

Stay Organized

Student information can be organized electronically. PresenceLearning providers can keep track of their students' metrics all within the PresenceLearning platform — including relevant IEP goals, dates, and parent communication logs — all in one place.



Keep a master calendar of your daily schedule.



Create individual binders or folders for each student.

Label dividers for individual sections, including IEP goals, parent communication logs, and parent contact details.



Master list of students with relevant information.

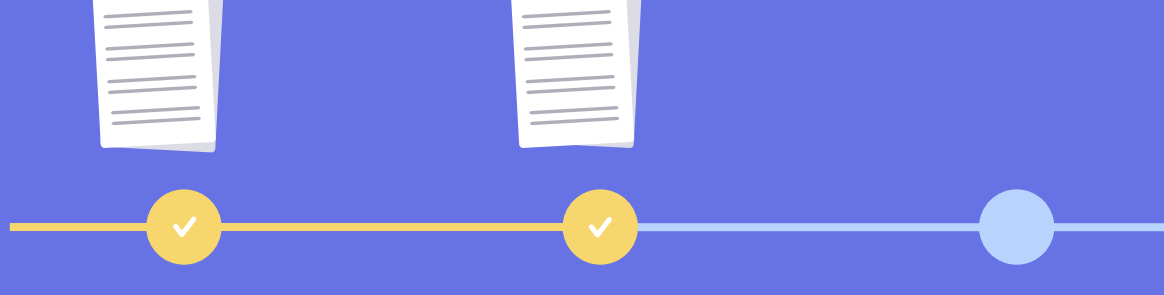
- ✓ Student name
- ✓ Birthdate
- ✓ IEP Due Date
- ✓ Re-evaluation Due Date

2.

Track Work Samples



Keep a folder for each student and put relevant work samples in it.



Work samples are one of the best ways to show progression toward IEP goals.



If student work is submitted electronically, digital copies can be downloaded and saved in a designated folder on your computer for easy retrieval.

3.

Designate a time to work on documentation



Related service providers and special education teams have a lot of paperwork to manage, whether it's digital or physical paper copies.



Setting aside specific blocks of time during the week can help you manage the load.

4.

Use checklists for different processes

For repeated or ongoing duties and processes, creating checklists can help you make sure you don't forget anything.

Examples include:

- ✓ Before/During/After IEP Meeting
- ✓ Classroom Accommodations
- ✓ Referral Meetings
- ✓ Assessments



5.

Make sure to collaborate



Keep track of their documentation in individual student binders or folders.



Send evaluation forms for colleagues to fill out about individual students on your caseload.



Getting input from general education teachers and other special education personnel is essential.