

# EOY Preparation Checklist



## Now:

- Attend CALPADS Quarterly Updates meeting in May.
- Continue submitting CALPADS transactions.
- Ensure that all IEPs and Amendments are completed and transactions created.
- Ensure that all instances of restraint or seclusion have been entered in the SIS.

## BEFORE school ends:

- |   |   |
|---|---|
| <input type="checkbox"/> Review DNR transactions.                           | <input type="checkbox"/> Review NPS Student Data.                           |
| <input type="checkbox"/> Review active students with exit reasons in SEDS.  | <input type="checkbox"/> Review Spring DRDPs.                               |
| <input type="checkbox"/> Review for blank SSIDs and District IDs in SEDS.   | <input type="checkbox"/> Review Postsecondary students.                     |
| <input type="checkbox"/> Audit Transition Services.                         | <input type="checkbox"/> Review Plan Type 300 students in SEDS.             |
| <input type="checkbox"/> Review % of time IN Gen Ed.                        | <input type="checkbox"/> Review Pending Students in SEDS.                   |
| <input type="checkbox"/> Review preschool to kindergarten program settings. | <input type="checkbox"/> Review DSEA Accountability Extract.                |
|   | <input type="checkbox"/> Compare students in the SIS with students in SEDS. |

## AFTER school ends:

- Exit all graduating students.

## Once EOY Submission Window Opens:

- Submit Postsecondary report to CALPADS.
- Certification errors need to be cleared before the LEA can certify.
- Certification warnings should be reviewed and cleared if they are accurate and not related to a CALPADS issue.

Adapted from EOY Materials for North Coastal Consortium for Special Education, North Inland SELPA, and Greater Anaheim SELPA.