

# FY23 Winter Projection District Administrators Checklist

2021 - 2022



**Timelines & Tasks to be Completed in Preparation for Allotment Review Meetings (1/19/22 thru 1/28/22)**

## DSS District Administrators

As a part of the DSS winter projection procedures, the following provides a checklist for District Administrators. This document is a companion document to the *Winter Projection Procedures* document which outlines action steps for case managers and TSSs.

REVIEW	<b>ACCURACY</b>	<ul style="list-style-type: none"> <li>✓ When notified that case manager <b>Special Education Allotment Projections Spreadsheets</b> have been uploaded to the <i>Shared Drive</i>, please conduct a review of the information shared:</li> </ul>
	<input type="checkbox"/>	<p><b>Per School</b>, ensure that all case managers have been submitted spreadsheets as compared to staff included on the <b>Certified/Classified Sheets</b>.</p>
	<input type="checkbox"/> <input type="checkbox"/>	<p style="text-align: center;"><u>Checking for Accuracy:</u></p> <ul style="list-style-type: none"> <li>• Ensure required worksheets are included as necessary for some schools:               <ul style="list-style-type: none"> <li>○ <b>ELC:</b> 1) <u>rising "K" students</u> (include projected building placement); 2) <u>returning PK students</u></li> <li>○ <b>Elementary:</b> 1) <u>K - 4th grades</u>; 2) <u>5th grade</u> (rising 6th graders)</li> <li>○ <b>MSGA:</b> current <u>6th grade</u> (rising over to 7th graders)</li> <li>○ <b>MMS:</b> 1) current <u>7th grade</u> (rising 8th graders); 2) <u>8th grade</u> (rising over to 9th graders)</li> <li>○ <b>MHS:</b> 1) <u>9th-11th grades</u> (all returning students); 2) <u>12th grade</u> (projected returning)</li> </ul> </li> <li>• Are students with <b>*dedicated support*</b> such as <b>nursing</b> or <b>paraprofessional</b> support noted?</li> </ul>
	<input type="checkbox"/>	<p>Ensure <b>small group lists</b> in the <i>Shared Drive</i> align with students included on spreadsheets. <b>*Note students who will age-out</b></p>
	<input type="checkbox"/>	<p><b>Consider projected segment counts <u>Use Projection Calculation Worksheet (attached)</u></b></p> <ul style="list-style-type: none"> <li>▪ Calculate IRR segments + Calculate SG segments + RTI Tier 3 (35 or 66)</li> <li>▪ Calculate projected T3 (signed consents) as follows indicated below</li> <li>▪ Calculations for consult services are not included</li> <li>▪ Calculate Small Group Program segments (ref. min. class size doc.)</li> <li>▪ Calculate IRR Para segments (42 or 49)</li> </ul>
	<input type="checkbox"/>	<p>Consider <b>MTSS Pending Log</b> and projected segments for students with signed consents. <u>Note projected segments for each school:</u></p> <ul style="list-style-type: none"> <li>▪ If reading, math, and behavior are noted, count as <b>2</b> additional segments.</li> <li>▪ If reading and writing are noted, count as <b>1</b> additional segment.</li> <li>▪ If reading and math are noted, count as <b>2</b> additional segments.</li> </ul>
DSS	<b>COLLABORATION</b>	<ul style="list-style-type: none"> <li>✓ Alert the Special Projects Liaison that all have been verified, work collaboratively to develop a <b>'PRIMARY' 'School Allotment Workbook'</b> for each school By <b>Jan 19th</b></li> </ul>
	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ Note: <u>Rising K</u> will be added to assigned elementary K-4 workbook</li> <li>○ Note: <u>Rising 6<sup>th</sup></u> will be combined from all ES and uploaded to the MSGA folder</li> <li>○ Note: <u>Rising 7<sup>th</sup></u> will be uploaded to the MMS folder</li> <li>○ Note: <u>Rising 9<sup>th</sup></u> will be uploaded to the MHS folder</li> <li>○ Note: <u>Small group programs</u> are included in a separate tab within the <u>combined workbook per school</u> (*Rising 6<sup>th</sup> graders in an ID program will be added to the MMS folder)</li> </ul>

	□	<p>Consult with Frida and TSSs RE: how <b>transition information</b> will be shared with receiving schools.</p> <ul style="list-style-type: none"> <li>○ Remind TSSs/Dept Admin of the need to make updates and highlight changes as they occur within the combined workbooks for each school. <i>(Note: Frida will monitor these changes periodically and make school-to-school updates as needed.)</i></li> <li>○ Information re: students transitioning to the next level will be included within school folders and/or workbooks as noted above.</li> <li>○ Principals who have <b>small group programs</b> will be notified via email in May with a class list of projected students.</li> <li>○ <b>Summer letters</b> will be sent to parents in June regarding location/program changes.</li> </ul>
--	---	--

<b>Attachments</b>		
--------------------	--	--

Reference	<b>Resources</b>	<ul style="list-style-type: none"> <li>• <i>IRR Projection Worksheet for ES</i></li> <li>• <i>IRR Projection Worksheet for 6<sup>th</sup></i></li> <li>• <i>IRR Projection Worksheet for 7<sup>th</sup> 8<sup>th</sup></i></li> <li>• <i>IRR Projection Worksheet for HS</i></li> <li>• <i>Small Group Projection Worksheet</i></li> </ul>
-----------	------------------	--