Back to School Checklist Before Treatments

* Files for each student
  + Goal sheets with current goals
  + Current IEP or IEP summary. If want to be paperless at least check minutes page on IEP
  + Attendance sheet
  + Current scripts
* Schedule
  + Email final schedule to supervising OT/PT and Kathy or Traci
* Script dates with NPI number to supervising OT or PT for districts that complete billing
* List of annual review dates and keep in location that is frequently viewed