

End of the Year Checklist for TBLVLs



Vision Mentorship Program | Outreach Access Services

IEP Paperwork

- Complete progress reports

Student Files

- Update files to include current information: Latest 3-year evaluation, IEP, eye doctor report
- Check schedule of 3-year Evaluations and IEPs for fall so you can be prepared to start when school resumes
- Write up a summary for yourself and/or the next TBLVL*
 - Where the student is at and thoughts for fall
 - Include information that will help a new TSVI: routines, materials, teaching strategies, ORC information, etc.
 - Indicate culturally responsive teaching practices that have been used

*Remember that summaries like this are a part of a student's file and subject to disclosure

Extended School Year

- Support the preparation of any accessible materials needed for ESY
- Make sure any vision related tools (e.g. all-in-one board) are labeled with the student's name and available at the ESY location

Next Year Placement Support

- Assist with transitions to new classrooms and/or schools
 - Be a part of transition visits (when possible)
 - Join/suggest a meeting to discuss your student's vision needs with next year's teacher in spring to start team planning
- Work with your student to write a letter/Google Slides presentation to next year's teacher(s) to share information about their accommodations and what helps them learn and participate in class (when appropriate)
- Encourage teachers to attend Summer Institute at WSSB: [WSSB SUMMER INSTITUTE](#)
- Take photos of a student's current classroom set-up to share with new teacher

Family Resources for Summer

- Discuss with your student and their family if sending home fun ways to practice skills over the summer is something they are interested in (if yes, prepare materials for summer practice activities)
- Arrange for the family to check out equipment a student might need to use over the summer (follow district guidelines)
- Share information with families about camps and other opportunities available to students over the summer

Equipment and Materials

- Order textbooks for next year
 - Source/order alternate format textbooks from the ORC
- Return ORC equipment
 - Non-consumable items on your ORC inventory should be returned
 - Scroll down to the bottom on ORC website to find printable return labels: [Ogden Resource Center | Washington State School for the Blind](#)
- Safely store and label materials for next year
- Order APH consumable materials for the fall

Additional Resources

- [End of Year Wrap Up for Teachers – Paths to Literacy](#)
- [Preparing for Next Year - A TVI Checklist | American Printing House \(aph.org\)](#)

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