ADSIS Checklist

Task	Completed
Submit End-of-Year Report (due September)	**[ ]**
Submit Service Hour Spreadsheet (due September)	**[ ]**
Begin Documenting with Service Hour Spreadsheet	**[ ]**
Begin Documenting Cumulative Service Hours	**[ ]**
Begin Documenting Time and Effort	**[ ]**
Monitor Impact on <u>Both</u> Academic and Behavior	**[ ]**
Collect Special Education Referrals and Eligibility	**[ ]**
• Referrals by teachers	
• Percentages of referrals by teachers that led to eligibility	
• Referrals by parents	
• Percentages of referrals by parents that led to eligibility	
Complete Mid-Year Report (winter 1st year)	**[ ]**
Complete ADSIS Application (winter 2nd year)	**[ ]**
• Signed coversheet and assurances (PDF)	
• Application narrative (Word), *include **Weston Johnson** as an ADSIS leadership team member.*	
• Completed budget (Excel)	
Complete Parent, Teacher, and Pupil Satisfaction Surveys	**[ ]**
Complete SHS and End-of-Year Report (due September)	**[ ]**

Required Data Collection (and How It's Reported) to Complete ADSIS Tasks

- ADSIS coordination with other programs (Application)
- Cost implications (SHS and Budge Forms)
- Number of pupils with and without a disability served in each ADSIS service areas (SHS)
- Impact of ADSIS on academic and behavioral progress of pupils (SHS, PR, EOY)
  - Note 1: EOY progress level on SHS is for progress at end of services (i.e., not actually EOY)
  - Note 2: Students may exit and reenter but still only have one row on SHS
  - Note 3: All students exit ADSIS services at end of school year
- Effect of ADSIS on referral numbers for special education (SHS, PR, EOY)-*data should be collected to allow for school level analysis*
  - Total number of referrals made by teachers, note the school for each referral
  - Total percentage of referrals made by teachers that became eligible for SPED
  - Total number of referrals made by parents, note the school for each referral
  - Total percentage of referrals made by parents that became eligible for SPED
- Level of teacher, parent, and pupil satisfaction with ADSIS (EOY)
- Effective practices used (EOY)
- SMART goal progress related to special education referrals in each building (EOY)
- SMART goal progress related to direct services areas (reading, math, and/or behavior) (EOY)

SHS = Service Hour Spreadsheet
PR = Mid-Year Progress Report
EOY = End-of-Year Report