

Termination of child End-Year process:

1. Gather all missing information/forms from teachers to put in file. (Observation record, family portrait, ITP, ouch reports, Parent contact sheets).
2. Add Family service Section to file.
3. Gather any confidential files to add to file.
4. Gather all medications to give back to family if possible.

To close out a file:

1. Create an ITP and give to teachers to fill out. Enter in CP when done.
2. Close out family goals and update PIR.
3. Create a transition packet if transitioning to Kindergarten.
4. Place file in 9x12 envelope with file label.
5. Return all files to proper place:
 - HS non-returning to center- to admin.
 - EHS to HS-to receiving FW.
 - EHS keep until leave program.
6. Call ERSEA to schedule an appointment to check in files.