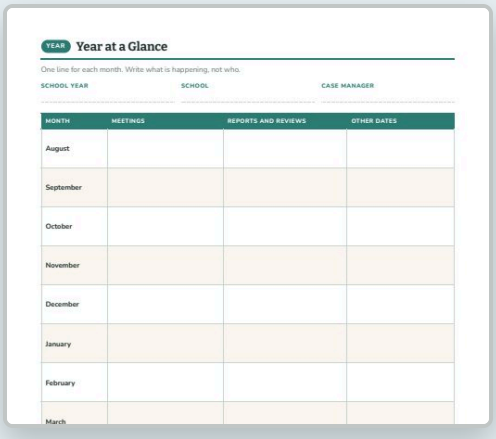
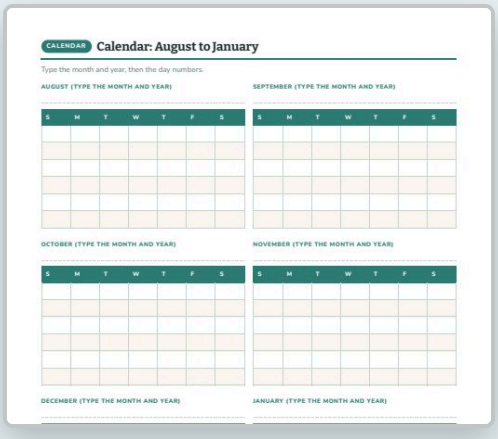
SPECIAL EDUCATION · CASE MANAGER CALENDAR

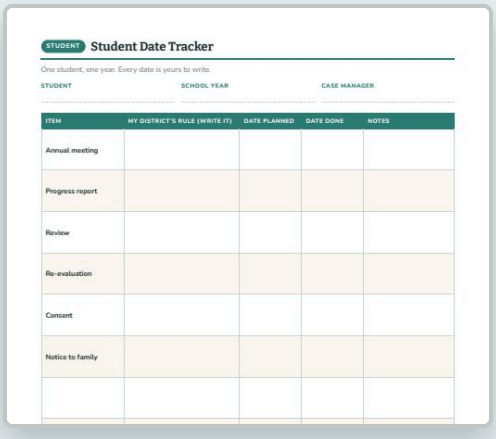
EDITABLE

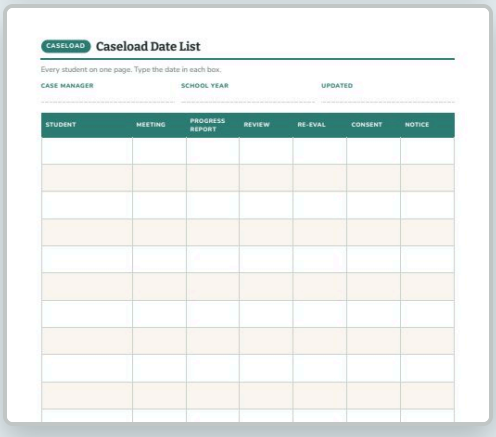
IEP CALENDAR EDITABLE

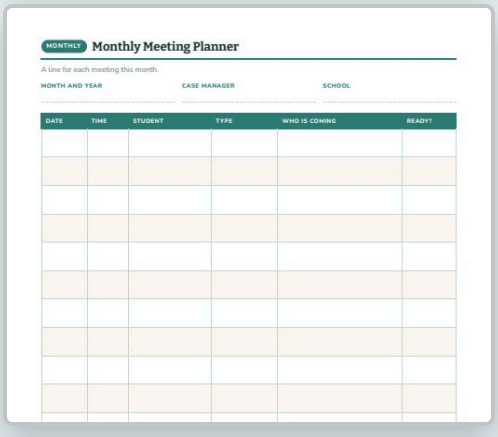
A school-year date calendar you type in: year at a glance, a date tracker for each student, a caseload date list and a meeting planner. Every date is blank. Fillable PDF.













Fillable PDF | **23 Pages** | **Year at a Glance** | **Binder Set**

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A note on student information

Pages you fill in will contain confidential student information. Keep completed pages secure, follow your district's FERPA and records policies, and consider using first names or initials on anything that leaves your classroom.

Found a problem? Want something added?

Please use the **Ask a Question** tab on the product page before leaving a review — every question is read, and a fix to the file is a free update. Updates are always free: re-download from **My Purchases**. If this resource saved you time, an honest rating on Teachers Pay Teachers (**My Purchases → Leave a Review**) helps other teachers find a small shop, and TPT credits you toward future purchases for it.

PREVIEW

START HERE

How to Use This Calendar

Three steps. It works typed or printed.

1. **Set up once.** Type the school year and your district's own rules on page 4.
2. **Put dates in.** Mark the year on pages 5–7, then each student's dates on page 8 or 9.
3. **Plan and report.** Plan the month (10), the week (11) and each meeting (12–13), then count the year (14).

IF YOU WANT TO…	USE PAGE	OR PAGE
See the whole year	5	6–7
Track one student's dates	8	–
See every student's dates	9	–
Plan a month or a week of meetings	10	11
Get ready for a meeting	12	13
Tell a family or a teacher	15	16
Count the year	14	–
See it filled in	18–19	–

How the type-in fields work

Open the file in a PDF reader such as Adobe Acrobat Reader and click a box to type. Use Save As with the date so the original stays blank. Or print it and write; print at Actual size.

What this file is not

It is a fillable PDF, not a Google Sheets file, a Google Doc or an Excel workbook. It does not count days or send reminders. You type the dates in.

Your district sets the dates

This calendar prints no due dates, timelines or rules. Your district and your IEP team decide when each thing happens. Every date here is blank, and each tracker row has a line to write your district's rule on.

Keep it private

A filled-in page is a student record. Keep it in a district-approved place and follow your district's rule for how long to keep it.

PREVIEW

SETUP

My School Year Setup

Fill this in once, then use the other pages all year.

SCHOOL YEAR

SCHOOL

CASE MANAGER

Our district's rules (write them from your district's own document)

DATE OR FORM	MY DISTRICT'S RULE (WRITE IT HERE)

My school year

FIRST DAY OF SCHOOL

LAST DAY OF SCHOOL

BREAKS AND DAYS OFF

REPORT CARD DATES

Who to call

ROLE	NAME	PHONE OR EMAIL

Notes

PREVIEW

YEAR

Year at a Glance

One line for each month. Write what is happening, not who.

SCHOOL YEAR

SCHOOL

CASE MANAGER

MONTH	MEETINGS	REPORTS AND REVIEWS	OTHER DATES
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			

PREVIEW

CALENDAR

Calendar: August to January

Type the month and year, then the day numbers.

AUGUST (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

SEPTEMBER (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

OCTOBER (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

NOVEMBER (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

DECEMBER (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

JANUARY (TYPE THE MONTH AND YEAR)

S	M	T	W	T	F	S

PREVIEW

STUDENT

Student Date Tracker

One student, one year. Every date is yours to write.

STUDENT _____ **SCHOOL YEAR** _____ **CASE MANAGER** _____

ITEM	MY DISTRICT'S RULE (WRITE IT)	DATE PLANNED	DATE DONE	NOTES
Annual meeting				
Progress report				
Review				
Re-evaluation				
Consent				
Notice to family				

PREVIEW

Using it

Type the district's own rule in the second column, from its own document. Nothing is printed for you. Use the blank rows for any date this page does not name.

CASELOAD

Caseload Date List

Every student on one page. Type the date in each box.

CASE MANAGER

SCHOOL YEAR

UPDATED

STUDENT	MEETING	PROGRESS REPORT	REVIEW	RE-EVAL	CONSENT	NOTICE

PREVIEW

MONTHLY

Monthly Meeting Planner

A line for each meeting this month.

MONTH AND YEAR _____ **CASE MANAGER** _____ **SCHOOL** _____

DATE	TIME	STUDENT	TYPE	WHO IS COMING	READY?

THIS MONTH AT A GLANCE

PREVIEW

WEEKLY

Meeting Week Prep Planner

Plan the week before it starts.

WEEK OF _____ **CASE MANAGER** _____ **SCHOOL** _____

DAY	MEETINGS	TO GET READY	DONE?
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

REMINDERS FOR NEXT WEEK

PREVIEW

PREP

Meeting Prep Checklist

Five meetings at once. Type a mark when a task is done.

MONTH AND YEAR

CASE MANAGER

SCHOOL

TASK	1	2	3	4	5
Student					
Date and time set					
Team invited					
Room or link ready					
Papers printed					
Draft written					
Notes from the team					
Copies ready					

Using it

Type each student's name in the top row. Type a mark in a box when a task is done. Add your own tasks in the blank rows.

PREVIEW

MEETING

Meeting Day Notes

One meeting, one page.

STUDENT _____ **DATE AND TIME** _____ **CASE MANAGER** _____

Who was there

NAME	ROLE

What was decided

What I need to do after

Follow-ups

WHAT	WHO	BY WHEN

PREVIEW