

The University of Kansas
Educational Leadership and Policy Studies
ELPS 895 Building Leadership Field Experience
Activity Log Summary – Special Needs/Services

Date	Activity	Hours
April 2016	IEP Meeting: Collect and assess student data, examine IEP for compliance, and collaborate with SPED team (collaborative)	1
April 2016	IEP Meeting: Collect and assess student data, examine IEP for compliance, and collaborate with SPED team (collaborative)	1
August 2016	Collaborative Meeting: Met and collaborated with district superintendent/ special service director and SPED teacher regarding current program	2
August 2016	Presentation: Analyzed data and created an in-service presentation clarifying the difference between a 504, health plan, and IEP	5
August 2016	504 Meeting: Assess student data and create 504 plans (collaborative)	2
October 2016	Mentor Meeting: Met with building administrator to discuss HIPPA regulations, how they are documented and communicated with parents and community.	2
October 2016	Special Service Director Meeting: Met with SPED director/ superintendent to discuss the principal's role in the IDEA child find process.	1
November 2016	Justice Matters Meeting: Childhood Trauma Team Kick-Off meeting; assess data, create goals and roles, and clarify timeline.	2
November 2016	IEP Meeting: Collect and assess student data, examine IEP for compliance, and collaborate with SPED team.	1
November 2016	Justice Matters Meeting: Childhood Trauma Team meeting with Lawrence school district administrators to coordinate preschool Trauma Smart program.	2
December 2016	Social Worker Meeting: Met with school social worker to discuss district guidelines regarding DSS, how information is documented and principal's role.	2
December 2016	IEP Meeting: Collect and assess student data, examine IEP for compliance, and collaborate with SPED team.	1
Total Hours for this Page		22