

Checklist for Temporary Special Needs Assistant (TSNA)

Please date and initial as items are completed

Step 1 Complete the Referral for Temporary Special Needs Assistant

- Complete the Referral for TSNA _____
- Include suggested documents. _____
- Send complete packet to district Director of Special Education _____
- Review of TSNA referral by Director of Special Education/Designee _____
 - Write a Letter of Prior Written Notice _____
 - Provide Assessment Plan (if appropriate) _____

Step 2 Complete the Temporary Special Needs Assistant Assessment (when assessment is warranted)

- Complete TSNA Assessment Protocol _____
- Complete Parent Interview/Questionnaire and Rubric _____
- Complete Teacher Interview/Questionnaire and Rubric _____
- Complete Student Interview/Questionnaire _____
- Complete Student Observation Data Collection Form(s) _____