



# Texas School for the Blind and Visually Impaired Outreach Programs

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## Setting the Stage for a Successful School Year

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### Today's Topics

- Organization
- Planning
- Documentation
- Building Relationships
- Self-Care

### Getting Organized

#### Managing Student Information

- Decide on a system to use for keeping track of the student's basic information
  - Name, age, grade level, campus, schedule
  - Parent contacts
  - Teacher(s) and case manager email addresses

### Getting Organized

#### Beyond the Basic Information

- Create a spreadsheet that contains all the information you need to know about the student
  - Etiology, acuity, fields
  - IEP, FIE, and evaluation dates (FVE, LMA, OMA)
  - Service type and time
  - Primary and secondary learning channels

### Getting Organized

#### Managing Equipment

- Create a system that contains key information about equipment and materials
  - Student
  - Location
  - Serial number
  - Documentation of loan and return of equipment to families

### Getting Organized

Slide is an image of an example Google Form used to collect information about the student.

### Getting Organized

Slide is an image of a Google Sheet with information populated through the Google Form.

## Getting Organized

Keeping it all together

- Your vehicle (the “traveling office”)
  - Bags or bins to store lesson materials
  - Snacks and drinks
  - Hand wipes, tissues
  - Rolling cart
  - Backpack

## Planning

- Gather campus, classroom, and district information
  - District map
  - Campus maps
  - Bell schedules/ Student schedules
  - Time options for direct/pullout service

## Planning

Create a Schedule

Slide contains an image of a color coded (by service time) weekly planning method for creating a service delivery schedule.

## Planning

COMS and Campus Familiarization

- Find out which students are transitioning to a new campus
  - Obtain students’ schedules
  - Work with families to set-up sessions before the start of school
  - Focus on key routes

## Planning

Determining Logistics of Service Delivery

- Lesson location
- Materials storage
- Beginning of the year lesson ideas
  - Getting to know you activities
  - Review use of equipment
  - Skill review

## Documentation

Never underestimate the power of good paperwork!

- Service log, including time spent preparing materials
- Parent contact log
- Meetings with other staff
  - Date and time of meeting
  - Who was present

## **Documentation**

Data collection

Ideas for how to do it

- Paper data sheets (in the moment)
- Electronic methods
  - Word or Google docs
  - Spreadsheets
  - Calendar (be mindful of who has access)
  - Notes app on phone or tablet

## **Documentation**

Collaborative Consultation

- Names and roles
- Meeting frequency
- Assigned tasks and responsibilities
- Accommodated materials request tracking sheet
  - Date received
  - Date delivered

## **Building Relationships**

On Campus

- Introduce yourself to administrators
- Get to know other campus staff
  - LSSP or Diagnostician
  - Related service professionals
  - Custodians
  - Front office staff
  - IT

## **Building Relationships**

Families

- Introduce yourself
- Find out how they prefer to be contacted
  - Ask how the summer went
  - Ask about the student's vision, any changes?
  - Ask what the family would like to share with you about their child

## **Building Relationships**

Teachers

- Introduce yourself
- Explain your role
- Share information about the student
  - One-page info sheet
  - PowerPoint

## **Building Relationships**

### Teachers

- Recognize the beginning of the year is stressful for them too
- Don't expect everything to be perfect
- You're there to support them
- Share a laugh
- Share snacks

## **Self Care**

### Embracing Change

- Know it takes time to adjust
- Recognize that some things are out of your control
- Sometimes lessons fall apart
- Sometimes schedules fall apart
- Give yourself grace

## **Thank You for Joining Us!**

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