

**Teachers of Record & Service Partnerships
for Students with a Hearing or Vision Impairment**

Teacher of Service	Teacher of Record
<ul style="list-style-type: none"> • Initiate communication with the student to ensure the student knows you are their contact person within the building. Maintain that relationship with the student. • Ensure testing accommodations are provided to the student. • Notify TOR of <ul style="list-style-type: none"> ○ equipment malfunction ○ excessive absences ○ any disciplinary measures • Schedule case conferences • Enter progress monitoring data into IIEP for academic goals • Send the completed IEP home with the student • Fax signature pages when returned to school • Collect and share data for Functional Behavior Assessments and Behavior Intervention Plans with the TOR 	<ul style="list-style-type: none"> • Provide direct and indirect individualized services to students • Collaborate with TOS for suggestions and strategies • Provide and maintain necessary student equipment • Develop IEP with ambitious measurable goals and objectives to meet student needs in area(s) of disability • Monitor the implementation of the IEP • Ensure that the IEP is accessible to all necessary staff members • Ensure all progress monitoring data is entered and sent home • Collaborate with school staff for Functional Behavior Assessments • Have knowledge of Positive Behavior Intervention Systems per school • Maintain service logs • Provide guidance to interpreters, Oral Language Facilitators or paraprofessionals in area of expertise