

# MR. MORTENSEN CASE MANAGER W109



Dear 5th Grade parents,

My name is Mr. Scot Mortense, I am the 5<sup>th</sup> grade special education teacher at Glenside Middle School. I am beginning my 16<sup>th</sup> year in Queen Bee School District 16. I hold a Learning Behavior Specialist degree for grades K-21, an English Language endorsement, along with a Masters in literacy with an emphasis on bilingual education. This year I will be co-teaching math and English Language Arts with Mrs. Stacey Broker. I am also one of the yearbook club sponsors along with Mrs. Sharon Rebac. When I am not teaching, I love fishing, grilling, golfing, watching a great movie, and hanging out with my family, consisting of my wife Debbie, son Jacob, two kittens Via and Ellie, and a tarantula named Lydia.

As your students' case manager, it is my responsibility to create, implement, and report on your students IEP along with the IEP team. As parents, you are an important key in making sure your student has access to all appropriate services academically, as well as related services stated in the IEP, which include social work, speech and language, and occupational therapy. We are partners and communication is an important key to the successful management of your student. Please feel free to contact me at [smortensen@queenbee16.org](mailto:smortensen@queenbee16.org) regarding any questions or concerns.

Goal reporting will occur at the end of each trimester.. If you would like at any time to know how your student is progressing feel free to contact me regarding this information.

As parents of a student with an IEP, there are important meetings that need to occur, such as; Annual reviews, domain meetings, or re-evaluation meetings. For these meetings I will contact you using the information in the Skyward student database system. If for any reason email information or telephone numbers change, please make sure you contact the school so they can change that information, so we can continue to have effective communication.

For annual review meetings: I will contact you a month prior to our meeting date and we will schedule our meeting time. You will receive a rough draft copy of your students annual review or evaluation information prior to the scheduled meeting.

For Re-evaluation meetings there are two parts, a domain meeting, and a Re-evaluation/Annual Review. If your student is up for Re-evaluation, a domain meeting needs to occur first to inform you of the items the team will be evaluating to determine if the student is eligible to continue to receive special education services, and you must decide if you consent to the evaluation or not. If consent is given the team will have 60 days to complete the evaluation and report out to you at a re-evaluation meeting. The re-evaluation meeting date will be decided on with you during the domain meeting to meet your preferred meeting style and schedule.

I am looking forward to a wonderful year working with you and your children

## Interest Inventory

5<sup>th</sup> grade special education parents. If you could please fill out the form to tell Mr. Mortensen some information to assist in effective communication and building a better knowledge base when working with your student.

Thank you,

Mr. Mortensen

1. Name of Student:

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2. What is the best way to reach the primary parent contact? (Circle One choice)

By telephone

By email

3. Primary Parent contact (you can chose both or one, it's up to you): Best to Contact you

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4. Do you prefer to communicate in another language besides English, if so, please write that language below. If you speak another language besides English, an interpreter will support communication during meetings.

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5. What time of the day would you prefer to have your students' IEP meetings. Please circle on of the options below

Morning (8:30am-10:30am)

Afternoon (12:15-2:30)

6. Please list three interests (could be sports, activities, or hobbies) your student enjoys:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

7. Has there been a type of project or learning/teaching style that you feel has helped your student in the past?

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8. In what subjects do you feel your student excels?

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9. In what subjects do you feel your student could have growth opportunities, or would like more resources to assist at home?

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10. When not a school and spending time with your student, what are things you as a family enjoy?

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11. Do you have any questions for Mr. Mortensen?

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