

# TCM Newsletter - January 2013



*Approved by Kathy Chisholm, SPED Director*

## New Year's Resolutions

Start early and enjoy May!!!  
Meet timelines by calendaring IEPs and Eligibilities early.  
Save May for CRTs and fun end-of-school activities.  
When possible, it's helpful to combine IEPs and Eligibilities to avoid multiple meetings.

Special Note – Please remember to indicate the date you receive the Consent to Evaluate back from parent.

## IEP ADDENDUMS

Major and minor changes can be made to a finalized IEP by using the addendum feature on myIDEA. During the addendum process, parents must be given the opportunity for meaningful participation and be provided a copy of the addended document. Major changes require that the IEP team reconvene. Following are some commonly asked questions about the addendum process:

- + Does the entire IEP need to be reprinted?  
No. Only the pages that contain changes are printed.
- + What do you do with the printed addendum?  
Initial and date the addendum, highlight the changes and attach to the back of the current IEP. A notation, including date, needs to be made on the FRONT PAGE of the original IEP stating "See addendum dated \_\_\_\_\_."

[See Making Changes to the IEP for further information.](#)

## Translation and Interpretation Services

Educational understanding and student expectations for non-English speaking students and parents must be provided in their native language. Please contact Sol Prodan at 801-402-5377 ([hprodan@dsdmail.net](mailto:hprodan@dsdmail.net)) to set up any needed interpretation services. Procedural Safeguards are now available in Spanish, Bosnian, and Vietnamese.

All documents except FBA/BIP are available in Spanish on myIDEA. There is a language option in the print menu on myIDEA. Spanish documents in myIDEA must be printed BEFORE you finalize. Finalized documents do not have translation available. Additional translated documents not on myIDEA, but also available in Spanish are: Child Health and Developmental History, Medicaid Script, and Truancy Letters. Please refer [to Translation and Interpretation Services](#) for further information.

Please start now to prepare for the **Burn Plant**. We will be destroying SPED files for students born in 1986. More information will follow regarding the date files will need to be taken to the high schools.



Please make sure that **PROGRESS REPORTS** have been printed and finalized for first term. Second term progress will need to be reported at the end of the semester.