

TCM Tidbits



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Reminder- please use the **Verify button to check all forms before** printing for meetings.

LRE Transition -

Please remember that all files being considered for a Change of Placement through LRE need to follow district guidelines for timeline and compliance issues. Please refer to the online [schedules](#). See Page 3 Item a - "What are the annual timelines for Special Education Teams contemplating a more restrictive or less restrictive environment?"



Destroying Files

Special Education files for students with birth dates for the years up to and including all of **1986** will be destroyed. Please send these files to your feeder high school by **March 15th**.

For files released to the student or parent, the [file release form](#) must be completed, signed and forwarded to Tracy Black at the Special Education office. The [Release of Record Receipt Form](#) is found in Fillable Forms on the web. Deceased students' files can be released four years after their death. Please **clearly** label the boxes as **BURN FILES**. Please do not miss this important date as we only do this once a year!

SCRAM Reminder: Please pay special attention when selecting scram environment code. The majority of k-12th grade students in Davis School District are SCRAM environment - Regular School Setting. If you have any questions, please contact your TCM.

File Transfer Reminders

- ♥ **IEP and Eligibility Determination meetings due before October 31st** for Preschool, 6th, 9th and post high school need to be held before the end of the school year. No exceptions.
- ♥ Service time for next school year must be clarified under Education Level Change. If there are no changes, this needs to be indicated by checking the box in that section.
- ♥ All complete documents must be finalized on myIDEA before being checked by TCM. (This is a new policy/piece to the TCM checklist) **If the team is working on forms, they can be pending at the time of review, but need to be finalized before transfer.**
- ♥ TCM Checklist **must be attached to the outside file cover** when transferred.
- ♥ For 9-12th grade/post-high students Special Requirements for Graduation on the IEP must be addressed.
- ♥ **For 9-12th grade/post-high students the Transition Plan must complete.**

MyIDEA - There are two separate document reminders in myIDEA. The To Do list reminds you of IEP and Eligibility documents coming due and past due. The Pending list is documents that haven't been finalized. The Pending List can be found under reports in the main menu. **Any document** opened in myIDEA either as a work in progress or an 'oops' appears as pending. Please look the list over for any documents for students you serve or are case manager of, verify and finalize. Documents that haven't been finalized make transfers difficult and follow the student to their new school, causing issues for the new case managers.