



TCM MAY 2013

TIDBITS

INSIDE THIS ISSUE

- JULY FIRST COUNT
- FINALIZING AND PENDING
- REFERRAL IN PROCESS
- THANK YOU

Approved by Special Education Director Kathy Chisholm

JULY FIRST COUNT

The third of three counts will be on **July 1st** and is a critical count for state funding, and accounts for 85% of the funds we receive for our programs. Accurate counts insure the necessary funding to staff our class rooms appropriately. Please take the time to review the scam reports that provided by your TCM. Make sure all new students have SCRAM set; including move-ins and recently placed students.

For students who have been released from all special education services, please **finalize the Change of Placement form** with the box checked that indicate "Student is no longer eligible for special education services." Scram will exit on the date the team indicated placement would change. For students found eligible at the end of the 2013 school year who will not begin placement until the 2013-2014 school year please set the initiation date on the IEP as 26-AUG-2013 (for traditional school).

Referrals in Process

Any pending referrals not completed by the end of the school year should be communicated to the next school year's case manager. This is especially important for students who are transferring to another location. When there is a pending referral, please flag the student's name and add them to your team's agenda for the starting of the school year.

THANK YOU!

For Making This A Great School Year!

Finalizing and Pending

Please remember to finalize all students' documents on your case load, **even if it was not created by you.** Finalizing documents from a previous school year is very difficult and sometimes not possible due to system updates. For any OOPS documents created in error, please contact your TCM. The TO DO list is only for pending IEP's and Eligibilities. All pending documents are shown on the Pending Listing. **This can be found on myIDEA's main screen by clicking on "Reports" at the top on the page.**

Fourth Term Progress

Please don't forget to write, send, file and finalize 4th term progress reports!!