









TCM Tidbits



April 2014 Approved by Kathy Chisholm, Director

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Burn Plant

Thanks for all your help in getting the files ready for the pickup. Everyone was awesome!

Transferring of files – ALL LEVELS

Please remember to track the files that are going to new schools with a transfer log! A signed copy of the transfer log is kept at the sending location.

Don't assume next year's location for resource students. Your TCM can create a Next School to Attend report for you upon request.

Also be sure the TCM checklist is on the outside of the file being transferred and the corrections have been made.



Piece of PIE:



Confused about the LRE process? It's one of the many things outlined in the PIE site.

FBA/BIP

Remember: The FBA/BIP documents need to be updated at least annually. Updates are usually done at the same time as the IEP. Updates can also be made at the beginning of a school year, if the student has had a 10 day suspension which is a manifestation of the disability or anytime behaviors indicate a need for revision.

Remember:

When doing an IEP addendum you do not need to print the entire IEP, only the pages with changes. Finalize the addendum and **highlight the changes** when adding it to the IEP in the file. Also, a meeting is not required if it's a minor change. Be sure parents/guardians are involved and receive a copy of the changes.

Check out the minor/major changes for IEP addendum on [Making Changes to the IEP](#).



Did you know?

If you need Spanish procedural safeguards and/or checklists, they are found in the translation services tab of the SPED website. Just click [here](#).