



TCM NOV. 2012

TIDBITS

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CREATING AN IEP ADDENDUM

When should I create an IEP Addendum?

An IEP Addendum is made when there are changes to content (goals, services or accommodations). An IEP Addendum is not created to view goals or services. Updating service providers DOES NOT require an IEP Addendum. Service Provider update is managed on the finalized IEP screen. The IEP Addendum is the responsibility of the service provider whose area/services are changing. Changes to accommodations (classroom and assessment) are made by the case manager.

Who is responsible for finalizing the addendum?

The professional that creates an IEP Addendum needs to finalize the IEP Addendum after the information has been communicated to the parent. The professional making changes is responsible for scheduling meetings or contacting parents per [Making Changes to the IEP](#). The same professional is responsible for finalizing the IEP to ensure an archive is created and SCRAM is updated. This responsibility is not the case manager's unless the case manager is making the changes.

TRANSFERRING STUDENTS

Please consider the following when writing IEPs for students who are transferring to a new location for the next school year this includes Preschool to Kindergarten, 6th to 7th, 9th to 10th and 12th to Post-High School services (i.e. Steps & Star) Service time on the IEP is documented in 2 places. The first for service to continue to the end of the current school year, and the second entry for service starting 2013-2014 school year. Service for the remainder of this school year is entered on SPED service on the IEP. Service recommendation, class and time for the following school year are entered in the section called, "**Change in Service Time when Education Level Changes**" just under the IEP services section. Junior high time is noted as 1/7 periods, 45 min. daily starting 7th grade. Time for a junior high with A/B schedule and high School time is listed as, "1/8 periods, A/B schedule 45 min. daily starting 7th/10th grade." Instructions are located on [SPED Training Documents > Entering Service Time for Education Level Transition IEP's](#).

Transferring IEP's and Eligibility Determinations with due dates prior to October 31, 2013 must be done by the sending school. NO EXCEPTIONS. Remember IEPs held in September and October must be reconvened in the spring prior to student transferring to the next location.

December 1st Count

This will be the second of three counts for Special Education funding. It will include all students who receive any Special Education Services. The cut-off date for this year is November 30th. **It is one of the most important dates for Federal Funding** for the next school year. The count includes:

- Preschool, Talking Time and Head Start
- All Related Services including Speech only
- All Resource, Functional Skills and Learning Centers
- **Move-in** Students
- **Newly Eligible** (by November 30th)

Please verify that all your students who are receiving Special Education Services have a SCRAM set. Your TCM will provide you with a report to verify your caseload. Please contact them with any questions or concerns regarding this **very important** process. Once again, a reminder to ***FINALIZE*** all documents, this assures an accurate count.

FYI

Procedural Safeguards have been updated. The current booklets are dated July 2009 (revised June 2012.) Please use up your outdated booklets. The [Procedural Safeguards Summary](#) has been revised and posted on the web, and is dated Aug. 2012.