



# TCM TIDBITS

January 2015 \* Approved by Kathy Chisholm, SPED Director

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 which is January 16<sup>th</sup>.

The "Reports" drop down menu in myIDEA on the main screen has a "Progress Listing" option that will allow you to print more than one student at a time.

Remember to send a copy to the parent and place one copy in the student's file.

## New Year

Files of students who are changing education levels for 2015-2016 school year need to be transferred to the new school location by the first Friday of May which is **May 1<sup>st</sup>**. Be sure to start early to meet the important deadline.

This gives the receiving school time to review the files that they have received for compliance. Please refer to the "5 Reasons to Return a File" located at: [DSD SPED Page >> SPED Training Documents >> File Compliance Documents \(section\)](#).



**Thank You for all your help with the December 1<sup>st</sup> count.** Due to everyone's effort we exceeded expectations.

## PRESCHOOL CHANGES

Because of district growth and the increased complexities surrounding preschool enrollment, SCRAM and compliance, Gaynell Parker will now be the preschool TCM contact. This includes scram questions/concerns, case manager issues and LRE compliance file checks. Location assigned TCMs will still do on-site compliance checks of files.

LRE file checks for preschool will now be done at the ELC on Fridays. Please contact Gaynell to schedule a time for your file review ([gparker@dsdmail.net](mailto:gparker@dsdmail.net)).

**LRE Reminder: Your TCM will do compliance checks AFTER your consultation visit, but PRIOR to submitting to the LRE Committee.** [LRE Procedures](#) (PIE site link)

**Just a reminder.....** It is Special Education office policy that any IEP or Eligibility Determination due **BEFORE OCTOBER 31, 2015** for students moving between education levels **must** be held before the end of the 2014-2015 school year (includes: Pre-Kg, 6th to 7th, 9th to 10<sup>th</sup>, 12<sup>th</sup> to post-high programs).

## DID YOU KNOW

- ❄ On myIDEA, if a student is not listed under the All SPED Students tab, check the All Students tab. If they are found only under the All Students tab, that means either the IEP needs to be finalized or SCRAM has not been set, Please contact your TCM with concerns.
- ❄ Please remember there is a 45 day timeline for evaluation for move-in students needing to be re-evaluated and their eligibility determined.
- ❄ When IEPs are held for 8<sup>th</sup> graders, the IEP team might feel it is appropriate to discuss credit substitutions for 9<sup>th</sup> grade year. This is why graduation credit appears on the 8<sup>th</sup> grade IEP. Transition plans however are not required until the beginning of their 9<sup>th</sup> grade year.

The TCM webpage has school assignments, links to past Tidbit Newsletters and other helpful links.

Visit: <http://www.davis.k12.ut.us/site/Default.aspx?PageID=1266>