

TCM TIDBITS

February 2015 | Approved by Kathy Chisholm



Destroying Files

Please gather and box Special Education files for students with birth dates on or before 1988, and students who have graduated before 2009. Please send these boxes to your feeder high school no later than March 19th. No transfer log is needed. Clearly label boxes with the label you'll receive from the TCMs. For files being 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 student files can be released or burned **four years** after their death. **Please do not miss this important date as we only do it annually!**

Addendum

What do you do with the printed addendum?

Print only the addendum page that has changes. Initial and date the addendum, highlight the changes and attach to the back of the current IEP. A notation, including date, needs to be made on the **FRONT PAGE** of the original IEP stating "See addendum dated _____."

Prior Notice and Consent to Evaluation/Re-Evaluation

Please remember to write the date the form was received from the parent to your school.

DID YOU KNOW...

- ♥ There is a separate Observation for Math, Reading and Written Language (three different forms.) for SLD classification. They are found on Evaluation and Eligibility Resources under fillable forms and can be used for Specific Learning Disability classification. The applicable one is attached to the SLD General Observation.
- ♥ There is a report on Encore that will allow you to see all services and time listed on the IEP. Go to the tool bar click Pupil Services, in the drop down select Special Education, then in the tool bar click Reports. In the drop down it is called **myIDEA Caseload Listing**. Put in your school name, click service provider then print.

QUESTION.....

Q: Can I finalize documents from the previous case manager?

A: Yes! Click verify, correct errors and finalize.

Q: If a form is opened on accident what do I do?

A: Contact your TCM and they will have it deleted for you.

Q: If on an Initial Referral and Evaluation the student does not meet the eligibility criterion for special education services, do I need to hold a meeting?

A: Yes, an eligibility meeting is convened. Written notice of meeting is sent to the parent prior to the meeting date. The eligibility form is to be signed by the team. Also please indicate on outside of file folder **DNQ**. Then file folder in with your In-Active files.

Q: How long is the Move-In button active in myIDEA after a new student is enrolled?

A: 90 days – after that the opportunity is gone ... Gone ... **GONE!**

DON'T FORGET.

Please have your files transferred to the next school to attend by May 1st

