



TCM MARCH 2013

TIDBITS

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GRADUATION

Graduating seniors need to have proposed Prior Written Notice of Change of Placement and [Graduation Exit Summary](#) forms given to the parent of a student who is younger than 18, or to the adult student and his /her parent **45 days before** graduation (end of third term). If the student does not earn a diploma, a second Change of Placement is completed, stating the student's previous placement. Special Education eligibility terminates upon graduation. Parents and adult students must also be provided with a summary of the student's academic, achievement and functional performance, which shall include recommendations on how to assist the student in meeting the student's post- secondary goals. This is documented on the [Graduation Exit Summary form](#). **In addition, a copy of the current IEP must also be included.** These documents are very beneficial for the student when they may need documentation for services and disability following graduation. Copy of these documents should be placed in the student's file.

If you have any questions, please contact your supervisor.

File Transfer Procedures

Files being transferred to the next school to attend for education level change must be delivered to the receiving school by May 3rd. The receiving team has until May 13th to review and if appropriate return the files for correction.

Files can be returned within this timeline for the following reasons:

- IEP missing or overdue
- Eligibility missing, incomplete or overdue
- IEP or Eligibility missing all signatures
- Consent for Initial Placement missing
- **Correctable errors noted on the TCM checklist that are not corrected.**
- **Plus 1-** All areas of Transition missing or incomplete

For a complete list of [Reasons to Return a File](#) refer to the District Web site under SPED Training Documents. **IMPORTANT:** Never return a file out of district.

*Please do not return files for easily correctable errors. Files should not be returned if missing **Medical or Developmental History** on an eligibility that is current. Receiving team will be responsible for obtaining medical/developmental history at the time of re-evaluation.*

DATES

Please make sure the meeting date listed on the document is the same as the date the meeting is held. If you are proposing a draft IEP or the meeting has been postponed, you will need to update the document to match meeting date.

Vision and Hearing

Vision and Hearing screening results entered into Encore now post on the bottom of Current Information form. Stickers or the yellow Vision and Hearing record are no longer required for sped student files. Updated current information form is available via the reports button on the student demo screen in myIDEA.

Screening information also transfers to MyIDEA on the Re-Evaluation, Eligibility and Evaluation Summary.

