



Approved by Special Education Director Kathy Chisholm

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TIDBITS

INSIDE THIS ISSUE

- SPECIAL EDUCATION FUNDING
- SCRAM
- MAJOR/MINOR CHANGES BY ADDENDUM
- CASE MANAGERS/ SERVICE PROVIDERS
- OUT OF DISTRICT FILES

Special Education Funding & Setting Scram

October 1 is a crucial deadline for our Special Education Department for funding. **Accuracy directly affects funding for staffing throughout the district; please ensure all your students have a correct SCRAM record.** This count includes all students. Most important to the count are the Self-Contained units (Functional Skills, Learning Centers, etc.) and all students who are served 180 min or more daily (daily average including related service time). Your TCM can assist you in verifying scram. In today's economy, it's essential to account for all students receiving Special Education Services. Please consider Team and Advisory Classes taught by a Special Education. If the IEP team determines these services are part of the student's IEP, they count toward special education service time.

For students who have transferred to your school from **out of district**, please remember to enter the pertinent information into the **Move-in** screen on myIDEA. Please follow Move-in procedures. Guidelines for in-state and out-of-state Move-ins **are very different** from each other. Both can be found on the PIE site. After verifying and finalizing move-in, a scram will automatically set.

It's the case manager's responsibility to verify his/her own caseload.

MAKING MAJOR / MINOR CHANGES TO THE IEP

Minor changes may be made to a finalized IEP by Addendum. **Major** changes to an IEP which affect the student's educational placement or adding or removing a type of service/goal **cannot** be made by Addendum. The IEP team **MUST BE** reconvened for all major changes.

Please refer to the revised [*Making Changes to the IEP*](#) found in the SPED training documents for additional information.

REMINDER:

ALL FILES TRANSFERING *OUT OF DISTRICT* NEED TO BE SENT TO TRACY BLACK AT THE DISTRICT OFFICES, THIS INCLUDES CHARTER SCHOOLS. *THANK YOU!!*

Case Manager and Service Provider

Case Managers and Service Providers need to be current in myIDEA for the 2012-2013 School Year. Please make changes in both Contacts and Service Provider areas. The Service Provider tab is located on the IEP above the finalized IEP link.