



TCM TIDBITS



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We want to welcome our new TCM, Lyndi Willis! We're excited to work with her and hope everyone will give her a warm welcome as she learns the TCM ropes...



By the way – Please don't use the old 'Pony' slips for the new DSDmail – they have sent out new slips to use instead.

Make sure the date on all documents match the dates of signatures - remember to change the date on a document when a meeting date changes.

Be sure accommodations for testing are put in as accommodations for regular class work.

Progress Reports

Progress needs to be reported for every student receiving Special Education services in grades K-12 and STRIDE on each student's specific IEP goals at the end of each term. Preschool, STEPS and STAR report progress twice a year. When using myIDEA progress reports, for move-in students, goals must be entered in the Move-In button in myIDEA. If the move-in information has been finalized, a 'New' report will allow you to enter goals and report progress. Remember to print two copies, one for parent and one for file. The Final Progress Report option is not mandatory, but is a great tool for IEP meetings. The **'Report'** button in myIDEA on the main SPED screen has a progress report option that will allow you to print more than one student at a time.



Piece of PIE:

What if you don't receive a copy of a student's file with a move-in?

PIE knows!

The case manager or school team needs to make every effort to obtain copies of SPED files. To see if a student was previously in the district, contact your TCM to see if electronic records exist.

If all else fails, contact Tracy Black at 25169.

"Persistent pursuit of records can save substantial Evaluation and Eligibility determination time."

Transition Files are due to be to the new case manager/school location by the first Friday in May! This year that means **May 2nd**. Thank you for all your work in getting those files ready to move on.



On This Page:

- ♥ *Burn Day*
- ♥ *Clarifying*
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Destroying Files/Burn Plant

Special Education files for students with birth dates for the years up to and including all of **1987** will be destroyed. Please send these files to your feeder high school no later than **March 17th**.

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 students' files can be released four years after their death. Files for students who graduated in 2008 can be released as well.

Please do not miss this important date as we only do it annually!

Clarification of Files

There is a difference between inactive files and dead files. **Inactive files** are students that are still in our district! When a student is still in the district the file needs to be kept at the school where the student is attending.

If the student has left the district their file becomes a **dead file** and is kept at the last school attended. These are also the files that are collected for the burn date. They are kept in the file cabinet according to birth year.

If you are confused by which type of file you have or if a student is still in the district, contact your TCM and they can help you find that out.

Did You Know?

- ♥ Creating an addendum does NOT change the date of an existing IEP. The only way to change an IEP date is to hold a new IEP.
- ♥ For easier timeline tracking, remember to note the return date on the consent form.

Piece of PIE:



Ever confused about what requires parental consent for testing?

The [PIE site knows!](#)