



# TCM TIDBITS






MARCH 2014

APPROVED BY KATHY CHISHOLM



## In This Issue:

-  5+1
-  Graduation
-  PIE








### **Piece of PIE:**

The PIE site has been updated! Be sure to check out all of the additions!

## 5+1 Reasons to Return a File for Correction

Files can be returned to a sending school in the district **within 20 contract** days of date of receipt if corrections are needed. After 20 days, file corrections are the responsibility of the new team. The **exception** would be when transferring files for Education Level change. These files are due to schools by May 2<sup>nd</sup> and should be returned by May 16<sup>th</sup> if corrections are needed. 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
-  Correctible errors noted on TCM checklist 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 Website:

[https://onedrive.live.com/view.aspx?resid=A20BB1E11DD59553!417&app=Word&wdo=2&authkey=!AOrfozvd\\_zBKzZA](https://onedrive.live.com/view.aspx?resid=A20BB1E11DD59553!417&app=Word&wdo=2&authkey=!AOrfozvd_zBKzZA)

**IMPORTANT: Never return a file out of district!**

## GRADUATION CHANGE OF PLACEMENT– A Change in Policy

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 by **midterm of the fourth term**. This year, the date is **May 2, 2014**.

In past school years, the deadline was the end of third term, which was 45 school days before graduation. School teams communicated that the timeline was too early in the year to know which students were graduation eligible. In order to address this concern, the timeline was moved to the middle of the 4<sup>th</sup> term. This deadline allows approximately 30 calendar days for parents or adult students to respond to the proposed action.

If the student does not earn a diploma, a second Change of Placement form is completed, stating the student's previous educational placement.

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. **A copy of the current IEP must also be included**. These documents are very beneficial for the student to document need for services related to his/her disability following graduation.

A copy of the PWN of Change of Placement and the Graduation Exit Summary documents are filed in the student's file. The Change of Placement goes in the blue placement folder. The graduation exit summary is attached to the final IEP.