



## MOVE-IN PROCEDURES

**The move-in button on myIDEA is available for only 90 days** after the initial enrollment date. Move-ins include instate and out of state procedures. Please see page 13 of the move-in section on the PIE site for more information on this. **FINALIZE.** Finalizing creates the SCRAM record and makes the student show on your ALL SPED STUDENTS list. See [Move-In Procedures \(PIE site\)](#). Any questions please contact your TCM.

### RE-EVALUATION DATA REVIEW

An RDR must be done **before** the re- evaluation starts and Eligibility is completed. Parental consent is required for assessment. The RDR can be done at the IEP meeting before Eligibility determination is held. The RDR is valid for 365 days. Consent for evaluation is valid for 180 days. The IEP team decides whether there is sufficient data to continue eligibility.

### Davis Diagnostic Resource Center (DDRC)

When receiving a file from the DDRC, please be sure to check service time and to FINALIZE the form to set scram. The DDRC has a **copy** of the student's IEP. The case manager is responsible for requesting the file from the previous school.

### Current Information

The Current Information form is up-dated yearly. It shows ethnicity and up-dated information. The ethnicity is looked at during our state audits. Your TCM will be printing the new forms and putting them in your files. Please shred outdated current information.

### PROGRESS

Be sure all PROGRESS REPORTS are finalized before the end of the term. And remember to file a copy in the students' file. The end of 1<sup>st</sup> term is October 30<sup>th</sup>.

A **BIG THANKS** to all for your help with the October 1<sup>st</sup> count! We appreciate the extra effort, consideration and support.



**If a REVOCATION is done, please make sure your LEA finalizes the form.**



### Reminder

Move-ins and new students need to have a Record of Access along with Current Information inside the front cover of the file. You can contact your TCM for this.