



TCM TIDBITS

October 2016/Approved by Kathy Chisholm

Current Information

The Current Information form is updated yearly. It shows ethnicity, home/student language, and other important information which changes regularly. This demographic information is required to be placed in the file and utilized during state and internal audits. Your TCM will be printing the new forms and putting them in your files. Please be sure that all files have a **Record of Access** form in the file, this includes newly qualified, and movie-in students.

The Record of Access, File Cabinet Access, and other important Compliance & Transfer documentation & information can be found on the fillable forms. Fillable Compliance page:

<http://www.davis.k12.ut.us/site/Default.aspx?PageID=1310>

FINALIZING at the end of the year is critical. When state & federal laws change we often update myIDEA forms during the summer. If documents are left open/pending, the form criteria will change. The SLD eligibility category changes occurred this past summer. Please check the pending report for SLD Eligibilities, RDR's, and Evaluations that were not finalized last year. If you have documents that need finalizing, but won't because of the new changes, please contact Tom Johnson ASAP so he can correct that issue.
tomjohnson@dsdmail.net



NEW REQUEST: File check is easier in the high schools if you staple the age of majority to the inside of the front cover of the white IEP file folder. Sometimes they can get lost in the outdated file, please attach them to the inside front cover.

DID YOU KNOW:

- Case Manager is responsible for the change of placement when exiting a student.
- In-active files need the TCM file folders taken out!!!! Recycling saves \$\$\$\$\$
- Progress Reports are due at the end of each term. October 30th is the end of 1st term. Please finalize your progress reports.
- It is important to staple the meeting summary to the IEP.

In myIDEA Contacts, please be sure to update the case manager and make sure all team members have been updated/assigned to the student.



STUDENT COUNT

Thank you for all of your efforts with the October 1st count. Please keep watching your caseload for accuracy so we do not miss any students for the December 1st & July 1st counts. These counts provide the funding for Special Education programs and staffing. Please do not hesitate to contact your TCM for assistance with scram or any other myIDEA questions. – If your student doesn't show up in "All SPED Students" tab in myIDEA, then they are missing SCRAM ... they won't be counted.

If you have **ACTIVE** or **INACTIVE** files of students who are not attending your school, please check with your front office or TCM to find out if they have a records request or to see if the student moved elsewhere within the district.