TCM TIDBITS

May 2017/ Approved by Kathy Chisholm

Finalizing Pending Report—With this school year coming to an end, it is important to print a pending report from myIDEA and **finalize** all forms before the end of school year. Forms can change over the summer due to changes in the law. It makes it nearly impossible to **finalize** the form as the document was during the meeting, after those changes have been implemented on myIDEA. Case managers are responsible for **finalizing all forms even if you did not open**

Have you ever opened a form by accident? You can contact Tom Johnson or your assigned TCM to have the document removed from myIDEA.

When addressing Transition at an IEP, remember to check the box on the Notice of Meeting that addresses Transition as one of the considerations for the IEP meeting.

Don't forget we have one more important scram date. July 1st is a Student Membership count. Please verify your case load report that your TCM will send you. Make sure all new students have a scram including move-ins and recently qualified students. This is a critical date for state funding. Having our counts accurate gives us the funding to staff our classrooms appropriately.

THANK YOU to all of those teachers who transferred their files by the April 28th deadline. That gives the receiving school the 20 day window to check incoming files for any issues.

Don't forget to pony over the last Progress report to the receiving school.

Remember the 5+1 Reasons for Returning a Transferring File include:

1. IEP Missing or overdue (or due prior to Oct 31)
2. Eligibility and Evaluation Summary missing, incomplete, overdue (or due prior to Oct 31)
3. Missing Signatures
4. Initial Placement Missing
5. Correctable errors noted on the TCM checklist are not corrected.

+1* IEP does not contain a Transition Plan or PLAAFP or Goals Related to transition areas. (*for all student turning 14 or above in the IEP year)

See the Full Document: 5+1 Reasons for Returning a Transferring File

If you are retiring or leaving a school, please notify your TCM so they can check the files for any compliance issues.

THANKS FOR ANOTHER GREAT YEAR!!