



TCM TIDBITS

April 2016

Approved by Kathy Chisholm, Director

*Thanks for all the help with
burn plant files!
You are all awesome!*



*Don't forget all resource students' files are to be transferred by **May 2nd***

Reminders for Transferring of Files ~

- ❖ Please remember to track the files (active **and** inactive) that are going to new schools with a transfer log! These can be found in the [Fillable Forms](#). A signed copy of the transfer log should be kept at both the sending and receiving location.
- ❖ Don't assume next year's location for resource students. Your TCM can create a Next School to Attend report for you upon request.
- ❖ Be sure the TCM checklist is on the outside of the file being transferred and the corrections have been made.
- ❖ SLP's and Resource teachers – remember to move up inactive files as well as active when taking files to receiving school.
- ❖ All files should be handed to someone in the SPED department at the receiving school. Please do NOT leave with office staff or other NON-SPED personnel. And – if for some reason the file is not going to be delivered to the receiving school before the end of school, hang onto it and deliver it in the fall.

Remember – if you don't see a student in the SPED Students tab, they don't have SCRAM and you need to contact your TCM

FINALIZE!

As the end of the year approaches, don't forget to **FINALIZE** all open/pending forms. All new move-ins should be entered and finalized before the year closes.



Did You Know...

As a courtesy to incoming teachers, you need to contact your TCM if retiring or transferring schools so we can check the files for any compliance issues.

Special Classroom, Preschool, Elementary and Secondary File Transfer Procedures

This document addresses the transfer of files from Pre-School to KG, 6th to 7th; 9th to 10th; 12th to transition programs. These guidelines include files for students in special classrooms (i.e. learning centers, functional skills) that will be transferred to a new school location. These guidelines do not apply to files where a change of placement to a more restrictive placement (self-contained classroom) is team decision.

1. Role of TCMs

- Review all files that will transfer between Special Classes (LC & FS), Preschool, 6th, 9th and if appropriate 12th grades. Complete a TCM Compliance Checklist for each file.
 - The checklist is kept outside of the special education record and transferred to the receiving school for their review.
 - The receiving school can destroy these after the corrections have been verified.
- Train and assist paperwork assistants in file management in the sending, receiving, and daily management of files.

2. Role of Sending Team (all Special Education Professionals involved in file transfers)

- Ensure each student has a current IEP which will not expire before October 31 of the next school year. This deadline is **applicable for all transferring students**, including those students transferring to the post-high programs housed at the Vista Education campus.
 - Complete the section of the IEP called "Change in Service Time when Education Level Changes." Specify how service time/location will differ for next year. Either mark that there is no change, or summarize the change in the text box.

Change in Service Time when Education Level Changes
For students transitioning between education levels only (Preschool-Kindergarten, Kg-1st, 6th to 7th, 9th to 10th), if service times will be different starting with the next education level, please define the services, service location and time (minutes)/frequency for next year:

Service times will be different starting with the next education level.
Services, service location and time (minutes)/frequency for the next academic year: Starting in the fall of 2012-13 service time will be: A/B Schedule 3 out of 7 classes.

All services, service locations and service times will remain the same for student transitioning between education levels.

- Complete the transition plan for 9th grade students.
- Ensure that evaluation and student eligibility are current and that the eligibility is not due before October 31 of the next school year (for students who will transfer to a new setting).
- **Ensure that all open forms are finalized on myIDEA!**
- Review TCM File Compliance Checklist and correct all errors.
- Align the student's IEP services, placement, and proposed schedule. (See 5 + 1* Compliance Reasons to Return a File).
 - Complete change of placement indicating start date of next year if appropriate.
- Transfer **ALL** files (active and inactive) to the receiving school **no later than the first Friday in May of the current School Year. For the 2015-2016 school year, this is Monday, May 2, 2016. The receiving school should return any files that require corrections by May 16, 2016. Corrections are to be made and file returned by May 27, 2016 (See list of "Reasons to Return a File").** *Please note, these timelines differ for Learning Centers & Functional Skills whom hold file fairs on May 20th, 2016.*
 - Progress reports that haven't been completed can be sent via Pony to the receiving school after they're done.
 - Year round elementary schools need to follow this date because junior high teams need to review the files. Year round schools can still access records on myIDEA.
- Complete a File Transfer Log with a list of names indicating the active and inactive files being transferred. Keep one copy for your records and provide the receiving school a copy.
- **A Note for Special Classroom Teachers:** *Avoid involving the anticipated self-contained teacher. Sharing teacher names with parents and suggesting specific schools creates parental expectations for student placement that may not be fulfilled.*

Role of the Receiving Team (all Special Education Professionals involved in file receipt)

1. Review the School to School Transfer Form and the student files for compliance.
2. Receiving school can return ACTIVE files that require corrections within 10 contract days of date of receipt (See 5 + 1* Compliance Reasons to Return a File).
3. If there is a question regarding the file compliance, contact your TCM.
4. Corrections must be made and file returned by May 27, 2016.

Deliver files to SPECIAL EDUCATION DEPARTMENT PERSONNEL ONLY - not school custodian, office staff/secretaries