

# TCM TIDBITS

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Davis School District



## STUDENT COUNT

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

## 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 move-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>



## TIDBIT ALERT!

When doing an addendum, only print out the page on which the changes were made and **HIGHLIGHT** the change. Then on the front of the current IEP write "Changes made by addendum. See attached", don't forget to initial and date as well. For minor changes, staple the addendum page to the back of the IEP. For major changes, staple the addendum to the front of the IEP.

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.

If you happen to see a new move-in opened by Gayle Barth (DDRC Secretary), and it is not finalized, the assigned case-manager needs to complete the move-in form and then verify and **FINALIZE**. Please remember the Move-in form is only available for 90-Days.

**Make sure when you finalize things in myIDEA, that what you're finalizing matches what's written on the signed document.**



## DON'T FORGET

Progress Reports are due at the end of each term. Don't forget to finalize after each term. Have you checked the pending list in myIDEA lately?

**FINALIZE-FINALIZE-FINALIZE**



**Health Care Plan** – If your student has a Health Care Plan, you need to document it on the IEP in program accommodations and modifications: "HEALTH CARE PLAN – See for additional Information" ("Health Care Plan" is a choice on the pull down list in this section), when the student has a health care plan.

Program accommodations, modifications and supports for school personnel and or supplementary aids in his education program:  
**Service:** Health Care Plan  
**Frequency:** As Needed

