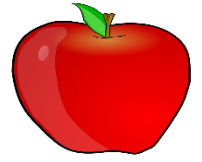


# TCM TIDBITS



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Approved by Kathy Chisholm  
Davis School District

## Your TCM's

Yvonne Ricks  
[yricks@dsdmail.net](mailto:yricks@dsdmail.net)  
Charlynn McNair  
[cmcnair@dsdmail.net](mailto:cmcnair@dsdmail.net)  
Lyndi Willis  
[lwillis@dsdmail.net](mailto:lwillis@dsdmail.net)  
Charlotte Swain  
[cswain@dsdmail.net](mailto:cswain@dsdmail.net)  
Carla Seaman -  
[cseaman@dsdmail.net](mailto:cseaman@dsdmail.net)  
Gaynell Parker  
[gparker@dsdmail.net](mailto:gparker@dsdmail.net)

Email is best when  
trying to contact your  
TCM

## Welcome Back!

We hope you all had a great summer. With the new year ahead of us, here are a few helpful reminders:

Don't forget to update your **File Cabinet Access** form. This can be found in fillable forms under *file compliance and transfer procedures*, which is located on the special education web site on the left navigation bar.

You can send active and inactive files through the district mail delivery service. Remember to attach a completed *school to school transfer* form, which is also found under *file compliance and transfer procedures*. If a file is leaving the district, it must be sent or taken to Tracy Black at the district office. Please attach the written request from the new school. This would include charter schools.

Please make sure all students have the correct case manager assigned to them. If any questions, pull the Case Load Listing in myIDEA.

On the IEP, Adapted PE is now a special ed service NOT a related service.

Don't forget to use the Verify button prior to an IEP Meeting and then remember to finalize all IEP and related documents after each meeting.

## OCTOBER 1<sup>ST</sup> COUNT

October 1<sup>st</sup> is an important deadline for our Special Education Department. This count includes the self-contained units (Functional Skills, Learning Centers) and all students who are being served 180 min. or more daily plus related service time. **Accuracy directly affects funding for staffing, if your student doesn't show up in "All SPED Students" Tab in myIDEA, they won't be counted.** TCM's can assist in this important process. Please contact them if needed.



## Case Manager and Service Provider

Case Managers and Service Providers need to be current in myIDEA for the 2017-18 school year. Please make changes in both Contacts and Service Provider areas. The Service Provider tab is located on the IEP above the finalized IEP link. Please verify caseload accuracy ASAP as the district continually uses this information to verify caseloads for staffing.

## Age of Majority

All students must now sign the Age of Majority form on or before their 17<sup>th</sup> birthday. Please staple this form inside the white IEP folder.

When releasing a student, make sure you finalize the IEP & Eligibility **BEFORE** you finalize the Change of Placement. The Finalized IEP sets SCRAM the Finalized Change of Placement removes SCRAM if "no longer eligible" is marked.

**Be Organized:** Sending teams remember that with IEPs and Eligibilities that are due before November 1<sup>st</sup>, it is your responsibility to hold those meetings and ensure evaluation and eligibility takes place. As you timeline your year, plan accordingly. Be sure to address the **Change in Service Time** section of the IEP and it should be completed before the file is given to the receiving school.