

TCM Tidbits

Approved by Kathy Chisholm April 2017



Let them eat new PIE!

The Policy and Information Exchange (PIE) – is now hosted through Office 365 OneDrive Application. Visit: <http://www.davis.k12.ut.us/Page/1337> for more details.
Contact Robin Driggs at: rdriggs@dsdmail.net to request access.

MOVE-IN from Out of State----Must have RDR and an Initial placement done. Please refer to the [Move-In Procedures on the PIE site](#)

Graduation Exit Summary and Change of Placement –Graduation or aging out is a change of placement, notice must be sent to the parent and student. Upon receipt of a regular education diploma, eligibility for special education services concludes. The Prior Notice of Change of Placement along with Exit Summary gives notice regarding program termination to student and/or parent, must be sent **30-45** days before graduation.

DID YOU KNOW:

Every Special Education File needs to have a [Record of Access](#) in the front inside cover of each file.

With the Current Information stapled on top.

This includes all newly qualified and move in files.

This is **REQUIRED BY THE STATE**

Progress needs to be reported, printed and placed in the yellow file folder of each student receiving any special education service 4 times a year. DO NOT wait to print out a running progress report for the file at the end of the year.

Please don't forget to have your Transfer files to the next school to attend by **April 28th**. This includes Pre School. All files have to have a TCM compliance check done. Please be timely getting your IEP's done. The IEP can be moved up if needed. **ANY IEP OR ELIGIBILITY THAT EXPIRES BEFORE October 31st, 2017 WILL NEED A NEW IEP OR ELIGIBILITY BEFORE TRANSFERRING TO THE NEXT SCHOOL TO ATTEND. (see next page for additional details)**

File Cabinet Access

The [file cabinet access list](#) must be posted on all file cabinets where any special education files are kept. All Special Education staff (including school and district employees) that would need access to student records must be listed on this form. This information needs to be updated annually. Those individuals who are not listed on the file cabinet access will need to sign the Record of Access on the inside front cover of the file.

At the end of meetings, please ensure that all appropriate check boxes on the front and back of the [Meeting Summary](#) are marked showing what was discussed in the IEP meeting.



For All Secondary Transferring Files ---- Don't forget to use the term **"TRANSITION"** in a goal area title and in the service name title.

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 all students turning 14 in the IEP year.
- 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 last Friday in April of the current School Year. For the 2016-2017 school year, this is Friday, April 28, 2017. The receiving school should return any files that require corrections by May 12, 2017. Corrections are to be made and file returned by May 30, 2017** (See list of "Reasons to Return a File"). *Please note, these timelines differ for Learning Centers & Functional Skills whom hold file fairs on May 19th, 2017.*
 - 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)

- Review the School to School Transfer Form and the student files for compliance.
- 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).
- If there is a question regarding the file compliance, contact your TCM.
- Corrections must be made and file returned by **May 30, 2017**.

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