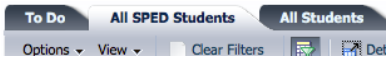
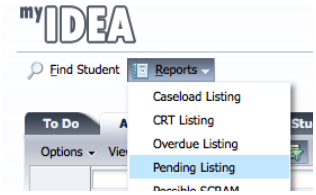
TCM TIDBITS

January 2017/Approved by Kathy Chisholm

Thank You for your help with the December 1st count.

Making sure every student receiving SPED services has a SCRAM record, ensures that we receive the funding necessary to provide those services. Please don't forget to finalize forms after meetings, and if a student doesn't appear in the "All Sped Students" tab in myIDEA, contact your TCM.





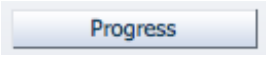
Did you know:

There is a "Pending Listing Report" in myIDEA that you can check at any time? This can help you identify items left open by accident.

The TCM's will be out checking transferring files. Be sure to address the educational level change for students transferring from Pre-School to Kindergarten, Elementary to Jr. High, Jr. High to High School, and to Post-High School. Please remember district policy states any transferring files that have IEP's or Eligibility's due before October 31st must be done before the file is sent to the receiving school. When sending a student's file to LRE and your TCM has already done a transferring file compliance check, you will need to request another check before sending the file to the district.

- 2017 Grade Level Transfer Procedures (.pdf)
- updated: 5+1* Reasons to Return a File for Compliance Errors (.pdf)

Progress Reporting Reminder – There needs to be a printed progress report for every term in the students file. That is 4 separate progress reports. Excluding Pre-School which does 2 per year.



New News —All IEP's for students turning 14 years and older need to have a transition IEP. (see December 20, 2016 notice from Lisa Wall for more information).

Did You Know - You can send an active file through the DSD Mail within the district. While waiting for the file you can access all forms on myIDEA.

Special Classroom, Preschool, Elementary and Secondary File Transfer Procedures

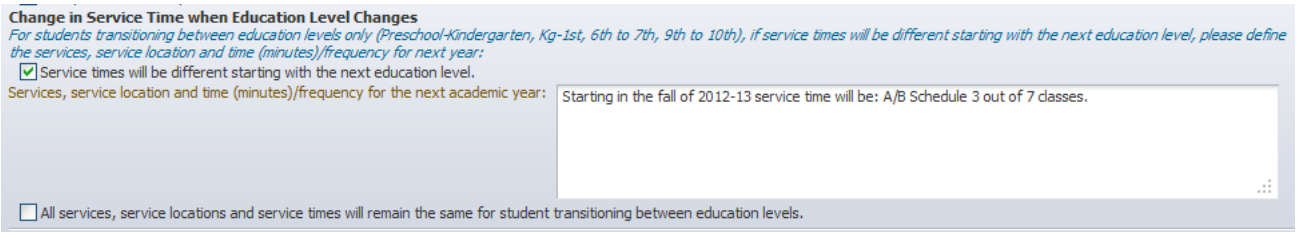
This document addresses the transfer of files from Pre-School to KG, 6th to 7th; 9th to 10th; 12th to transition programs. These guidelines include files for students in special classrooms (i.e. learning centers, functional skills) that will be transferred to a new school location. These guidelines do 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)

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 30, 2017**.

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

ACTIVE FILES CAN ONLY BE RETURNED WITHIN DISTRICT,

NEVER RETURN AN INACTIVE FILE OR A FILE FROM OUT OF DISTRICT

5 + 1* Reasons to Return a File for Compliance Errors

These are the compliance errors a file can be returned (in district) for correction:

Files can be returned to sending school within 20 contract days (not including summer break) of date of receipt. After 20 contract days, file corrections are the responsibility of the new team.

1. IEP missing, overdue (or due prior to October 31 for Special Class, Preschool to KG, 6th, 9th and 12th grade transitions only) or does not contain service time that can be interpreted for the coming school year. The IEP might not have separate service time labeled beginning 7th grade year or 10th grade year. If it lists service time that can be provided at that level, it doesn't have to be defined by transition year.
2. Eligibility and Evaluation Summary ("Evaligibility") missing, incomplete or overdue (or due prior to October 31 for Special Class, Preschool to KG, 6th, 9th and 12th grade transitions only).
    a. If the student is an out-of-state move in and the move-in procedure was not followed by the receiving team, the file can be returned within 20 contract days of receipt.
3. IEP or Eligibility missing all signatures.
4. Consent for Initial Placement missing or appropriate change of placement if a change of placement will occur. (Do not return files for change of placement that has already happened, this cannot be corrected retroactively.)
    a. Consent for Initial Placement with a PARENT SIGNATURE must also be in the file for the out-of-state move in.
5. Correctable errors noted on the TCM checklist are not corrected. TCM checklists are not done for every in-district transfer. This applies to LRE Transfers and Grade Level Change Transfers. Do not return a file for a TCM checklist to be completed. *Some file compliance errors are not correctable, contact your TCM for support in determining the correct action to take in correcting the file.*

Plus 1*: IEP does not contain PLAAFP or Goals Related to Transition Areas (at least Post-Secondary Education and Career and Employment). Transition Plan is blank or incomplete, or graduation credit substitution information is not recorded on the IEP (for all students turning 14 or above in the IEP year).

Files should not be returned to schools for non-correctable errors.

These errors include:

1. Missing progress reports for any term but the current term. Contact the case manager and request relevant information or look for the archive on myIDEA. Upon receipt, file the information as appropriate.
2. Missing notice of meeting form or meeting summary form. If the notice of meeting form is archived in myIDEA, print the missing copy and place it in the student file.
3. Missing specific team members' signatures on forms (IEP, Eligibility, RDR, or Meeting Summary). It is unethical to get signatures on forms after the meeting has happened and could create a liability for the team if this practice was questioned. Missing signatures are NON-CORRECTABLE.
4. Teams disagreeing with RDR determination made by previous IEP teams. This is a team decision. When the receiving school becomes the IEP team upon student enrollment, if there is a concern about the RDR, it can be addressed by the new team. See the Policy and Information Exchange (PIE) document called The Re-Evaluation Eligibility Determination Process – Considerations and Procedures for additional information.
5. Missing medical or developmental history on an eligibility that is current. The receiving team will be responsible for obtaining medical/developmental history at the time of re-evaluation.
6. Missing At-Risk or Referral form.
7. Inactive files are never returned for correction.

Files should also not be returned for these easily correctable errors:

1. Missing Current Information
2. Missing Record of Access