



# TCM TIDBITS

Approved by Kathy Chisholm/November 2016

**Inactive or Dead??** —Do you know the difference between the inactive file and a Dead file? **Dead Files:** are from students who have left the district and the file has not been requested. **Inactive:** are students that are still enrolled in your school but no longer qualify for special education services. All dead files need to be filed by birth year. Inactive files need to be filed by current grade level. This enables you to move all files to the Jr. high or High School along with active files transferring to the next school to attend. **Remember inactive files follow the student's enrollment in the district schools until they have graduated.**

## December 1<sup>st</sup> Count

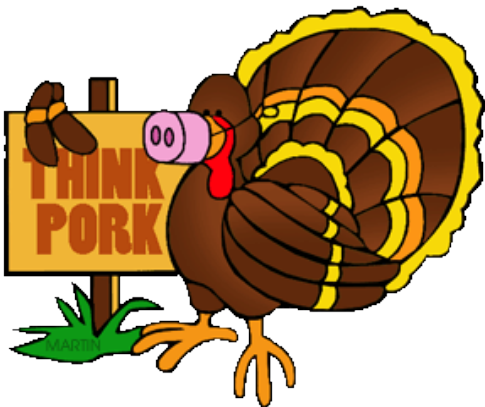
The December 1<sup>st</sup> count will be an **ALL STUDENT** count. It's the most important date for Federal funding for next school year. Contact your TCM if you have any questions or concerns. Please verify your case load from the reports your TCM will be sending you. This count includes: Resource, Functional Skills, Learning Center classrooms and all related services including speech-only students. It also encompasses: Community Preschool, Talking Time, LC & FS preschools, Title 1 and Head Start.

Don't forget to finalize "Move-in" forms, IEP's, Eligibilities & Change of Placements; these help us ensure an accurate count.

**TRANSFERRING FILES-** IEPs written after November 1<sup>st</sup> for preschool, sixth, ninth, and post high school, must include service time and educational level change for the school year 2017-2018

PLEASE FINALIZE ALL FORMS AND CHECK YOUR PENDING REPORT OFTEN. REMEMBER TO FINALIZE ALL PROGRESS REPORTS EACH TERM. DON'T CHANGE IEP GOALS IN myIDEA UNTIL PROGRESS REPORTS HAVE BEEN FINALIZED

**ARCHIVING** – Thanks to all of the high school paperwork assistants for helping with the archiving of the dead and inactive files. You are **GREAT!!**



## Related Service Providers and IEP Team Meetings

Did you know that there are related service providers in Davis School District who are assigned to support as many as 45 different school buildings? They are on the run every day! Please plan about 10 days ahead for IEP team meetings that involve related service providers, especially those providers who work in more than 3 buildings. This notice will allow the related server to update progress reports, goals and RDR data and eligibility data. Related service providers take their duties seriously and want to be part of the process whenever possible. It is necessary for them to excuse themselves from some meetings, but your efforts to include them in advance will maximize their ability to complete paperwork and attend as many meetings as possible.