



# TCM TIDBITS

MARCH 2016

APPROVED BY KATHY CHISHOLM



Notice of Meeting - Remember you can finalize this form after the meeting date and it will not email everyone in the contact list.

Preschool - remember to remove the **pink folders** and give contents to parents at the transfer meeting.

## 5+1\* Reasons to Return a File for Correction

Files can be returned to a sending school in the district within 20 contract days of date of receipt if corrections are needed. After 20 days, file corrections are the responsibility of the new team. The exception would be when transferring files for education level change. These files are due to schools by May 2<sup>nd</sup> and should be returned by May 16th if corrections are needed.

Files can be returned within this timeline for the following reasons:

- IEP missing or overdue Eligibility missing
- Incomplete or overdue IEP or Eligibility missing all signatures
- Consent for Initial Placement missing
- Correctible errors noted on TCM checklist not corrected

Plus 1\* – All areas of Transition missing or incomplete .... for a complete list of reasons to return a file, see the link below.

**IMPORTANT: Never return a file out of district!**

[5+1\\* Reasons to Return a File - complete list \(link\)](#)  
[2015-16 File Transfer Procedures & Responsibilities \(.pdf\)](#)  
[2015-16 Preschool to Kindergarten Transfer Procedures \(.pdf\)](#)

## DID YOU KNOW...

All transferring files must be checked by your TCM before transferring the file. Please leave the **yellow** check list on the front of the file, under the elastic band.

Procedural Safeguards are to be sent home with an **Initial Referral** when getting a Consent to Test.

Fillable Forms – when inviting **Outside Agencies** (link) in IEP meetings, a consent form needs to be completed and returned with parent/guardian signature prior to inviting the agency and setting up the appointment/date for the meeting.

