



TCM

TJDBTS

January 2016

Approved by Kathy Clisholm

Reminder –

Make sure the date on all documents match the dates of signatures - remember to change the date on a document when a meeting date changes.



Progress Reports

Progress needs to be reported for every student receiving Special Education services in grades K-12 and STRIDE on each student's specific IEP goals at the end of each term. Preschool, STEPS and STAR report progress twice a year. When using myIDEA progress reports, for move-in students, goals must be entered in the Move-In button in myIDEA. If the move-in information has been finalized, a 'New' report will allow you to enter goals and report progress. Remember to print two copies, one for parent and one for file. The Final Progress Report option is not mandatory, but is a great tool for IEP meetings.

The 'Report' button in myIDEA on the main SPED screen has a progress report option that will allow you to print more than one student at a time.

IMPORTANT – remember to put the received by date on a Prior Notice and Consent to Evaluate. This gives you more time on the timeline for testing.

Transferring Files To Do List:

- ✦ It is SPED office policy that any **IEP** or **Eligibility Determination due before October 31st, 2016** for students transferring between education levels must be held before the end of the 2015-2016 school year. *This is a good time to start moving your IEPs up earlier to have them all finished by the end of April.*
- ✦ For questions regarding **Change in Service time** for students transferring between education levels (6th going to 7th, 9th to 10th, and 12th to post) contact the junior high/high school or your supervisor for correct wording in the Education Level Change section of the IEP. Your TCM can help you determine the student's Next School to Attend.



LRE Files Reminder:

Your TCM will do compliance checks AFTER your consultation visit, but PRIOR to submitting to the LRE Committee.