TCM TIDBITS
Approved by Kathy Chisholm

We want to wish a heartfelt farewell to Lynda Call!

With over 20 years at the district, she is now ready to retire and move on to greener pastures…and time with grandchildren.

She was one of the original TCMs, who helped create more consistent policies which set up a base of information for all in Special Ed. She has seen a lot of changes, from working out of the trunk of her car, to Goalview to now myIDEA and having her own office.

Good luck Lynda!

You will be greatly missed by all of those who've had the privilege of working with you.

Dedicated, hardworking, innovative, passionate…these are just a few words that describe what we know about Lynda. Her work ethic is well known throughout the District and she never said "no" to any task given to her. To say that we will miss her is an understatement! Thanks for your many years of dedicated service to teachers and students of Davis School District.

-Kathy Chisholm

We want to welcome Charlotte Swain to the ranks of the TCMs.

Charlotte comes to us from Millcreek Jr. where she has worked as a paperwork TA since 2009. Before that she worked at Valley View Elementary as the head secretary for several years. She has many great talents and we look forward to getting to know her. She will be covering the south end of the district. Everyone be sure to welcome her to this new position.

The December 1st Count will include all students who receive any Special Education Services. It is one of the most important dates for Federal Funding for the next school year. This includes:

- Preschool, Talking Time and Head Start
- **All** Related Services including Speech only
- **All** Resource, Functional Skills and Learning Centers
- *New Move-ins*. Please watch for students that come just before the count.
- *Newly Qualified* by November 30th

Please verify your caseload from the reports your TCM will be providing you and contact them with any questions and concerns.

Transferring Students

When writing IEPs for students who will be moving on from preschool to kindergarten, 6th to 7th, 9th to 10th and 12th to post-high services (i.e., Steps & Star) you must enter a service recommendation with class and time/frequency for the following school year in the **"Change in Service Time when Education Level Changes"** field located beneath the services section of the IEP in myIDEA. Instructions that may be helpful are located at: SPED Training Documents - Entering Service Time for Education Level Transition IEP's. Junior High time is noted as 1/7 periods, 45 min daily starting 7th grade. Time for Junior High with A/B schedule and High School time is listed at 1/8 periods, A/B schedule 45 min daily starting 7th/10th grades. Junior High with 10 classes A/B schedule would be 1/10 classes, 35 min daily starting 7th grade.

The word **TRANSITION** must be in one goal heading AND in Special Education Services. Instructions are located on: Sped Training Documents - Secondary Mild Moderate - New Transition (sample IEP). IEPs and Eligibility Determination transferring with due dates prior to Oct 31st, must be done by the sending school, **NO EXCEPTIONS**. Remember IEPs held in September and October must be reconvened in the spring prior to student transferring to the next location.

Health Care Plans
Remember to add them to the accommodations in the IEP. All Health Care Plans come from the nurses with instructions. You need to make two copies for your classroom:

- Copy in the file behind the IEP
- Copy for medical binder/folder

Confidentiality:
Don't put student's names in the subject line of an email.

Remember to send back the transfer logs when you receive them – this help with paper trails as to where students have gone and who last had them.
ALSO: Change case manager when a student is transferred to you!

It's important to put the received date on a consent to test. This gives you more time on the timeline for testing. Also, make sure the areas indicated on the RDR for testing match the areas marked on the consent.

Happy Thanksgiving