



**TCM Contacts**

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**Special Education Funding**

October 1<sup>st</sup> is an important deadline for our Special Education Department for funding. **Accuracy directly affects funding for staffing throughout the district, please ensure all your students have a correct scam.** This count includes the Self-Contained units (Functional Skills, Learning Centers, etc.) and all students who are served 180 min or more daily (on average including related service time). Your TCM can assist you in verifying SCRAM. For students who have transferred to your school from out of district, please remember to enter the pertinent information into the Move-in screen on myIDEA within 90 days. Any questions you have on Move-ins please refer to the Districts **PIE Site** or your TCM. After verifying and finalizing, a scam will automatically set.  
*It's the case manager's responsibility to verify their own caseload.*

**Case Manager and Service Provider**

Case Managers and Service Providers need to be current in myIDEA for the 2015-2016 School Year. Please make changes in both Contacts and Service Provider areas. The Service Provider tab is located on the IEP above the finalized IEP link. Please verify caseload accuracy ASAP as the district uses this information to verify caseloads for staffing.

**NEW Position...**

**Peter Vanderlinden** is now a Related Services Coordinator, and over SPELL Committee (took Cindy Miya's place)



**Remember:**

Update the **File Cabinet Access** lists to show all new TEAM members and your TCM. Please attach the form to the side of the file cabinet.

**FYI:** do not use Internet Explorer as a browser unless that's the only one you have for Encore...it does NOT work with myIDEA.

**Remember-** if there's a time when you created a document in myIDEA that was an 'oops' – we can fix that! Let your TCM know, and we'll take care of it.



**REMINDER:**

All files transferring out of district need to be sent to Tracy Black at the District Offices. This includes Charter schools.

**4DX Goals –**

everyone remember to work with your 4DX

**MyIDEA thought:** Don't forget that if you can't find a student in myIDEA in the All SPED Students tab, try looking in the **All-Students** tab. When they don't have scam they should be there!