



TCM TIDBITS

April 2015/ Approved by Kathy Chisholm

Thank you for your help in preparing the burn files for the annual burn plant pickup.

PIE

Are you having trouble remembering your PIE password? If so please contact Robin Driggs She is the go-to PIE password person. Your PIE password is not the same as your other Davis School District sites. She can be reached by email: rdriggs@dsdmail.net or by (phone) 801-402-5158

DID YOU KNOW?

- Before you do an Initial Eligibility, Referral, or Re-Evaluation for an ELL student you must contact the SPELL committee. Cyndee Miya. clmiya@dsdmail.net or (phone) 801-402-5499.
- Print all Spanish documents before you finalize them. **In the File:** English copy should be signed, a Spanish copy should be included as evidence of Spanish interpretation provided.
- Pre-School case managers, please remember to give everything in the pink folder to the parents at the transition IEP. **Remove pink folder from the file.**
- If a newly qualified student is making an education level change ie 6th & 9th be sure to notify the next school to attend of those students so they are registered appropriately.
- If you are unable to transfer your files to the next school to attend by the end of the school year, Please **DO NOT** send them until school reconvenes for 2015-2016 school year, your TCM can help you with this. Many files have been misplaced when sent during summer months.
- Change of placement target date/cut-off date for teams to send them out will be by May 1st 2015.
- The Exit Summary for students graduating or aging out will be sent with the change of placement (target date: May 1st). Watch for the new Exit Summary form in myIDEA - coming soon (approx. April 15th).

Don't forget all resource students' files and speech files are to be transferred by May 1st

FINALIZE

As the end of the year approaches, don't forget to **FINALIZE** all open/pending forms. All new move-ins should be entered and finalized before the year closes.

