



Approved by Special Education Director Kathy Chisholm

TCM April 2013

TIDBITS

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Transferring Files-May 3rd Deadline

Transferring files for **Resource Students** going to kindergarten, 7th and 10th grades must be delivered to next school year location by **Friday, May 3, 2013**. Files case managed by Related Servers and ALL files going to Post-High must also be delivered by **Friday May 3, 2013**. The files must be delivered to a Special Education staff member. Please make arrangements with the receiving school for delivery, and allow needed time to discuss specific concerns for incoming students. Inactive files should be included this same delivery process. Inactive files must follow the students to their attending school in our school district except for post-high. Post-high will only accept files for students who will enroll next year. Please do not assume next year's location; the appropriate school can be identified via a report from your TCMs, "**Next School to Attend**" for resource students.

Functional Skills teachers will exchange files at their file fair which is May 22 at the Auditorium in the Administration Building. Learning Center files will be exchanged on May 24 (location to be determined). Because the transfer date for these files is later, it is critical that all corrections on the TCM checklist are made **PRIOR** to file transfer.

Document the receipt of files by completing file transfer log (on the web) and obtain a signature. This will leave a paper trail for tracking missing files if necessary. Files for students who have left the district (including charter schools) must remain at the last school the student attended.

For all files, please make sure the pink TCM compliance checklist is attached to the **OUTSIDE** of the students' files, **the indicated corrections are made**, and **FINALIZE** all documents. Receiving teams should check their transferred files promptly to ensure that needed corrections noted on the TCM checklist have been made. Files can be return to the sending school by May 13th only when one of the [5 + 1 Reasons to return a File for Compliance Errors](#) are found. Before returning a file for any other reason, contact your program supervisor.

Preschool Transition

Immunization Record, Birth Certificate and Registration forms are given to parents of transitioning students (preschool to Kindergarten age) at the IEP meeting. The UPOD form needs to have an exit date which is the last day of service and indicate Exit to Kindergarten. Please forward the UPOD form to Amy Garlick at the ELC. Preschool files for students who transition to kindergarten are to be delivered to the appropriate elementary teacher by May 3rd. The file transfer log needs to be completed for all records transferred. A signed copy of the log is kept at the sending school.

Accommodations

Please make sure your accommodations in the service section of the IEP align with the testing accommodations.

FYI

Secondary Vision and Hearing results can be reported to Kathy Pozzuoli, secondary school nurse, to be entered into Encore. They can also be entered on myIDEA in the spaces on the Evaluation/Eligibility/RDR form. Please e-mail her at kpozzuoli@dsdmail.net. If you have any questions you can call 801-402-5555 ext. 50168.

Observation for Specific Learning Disability

The previous observation for Specific Learning Disability can be used if the team determines that additional observation is not needed. Regardless of when the observation was conducted (new or from previous eligibility), the observation date **MUST** be on the eligibility determination form. If the information is not available to enter into the form, new observation must be done.