



# TCM Tidbits

April 2018 | Approved by Kathy Chisholm



Beat the Rush! Contact your TCM to come and check your completed transferring PS, 6<sup>th</sup>, 9<sup>th</sup>, STEPS/STAR files.



**PRESCHOOL** - Remember to remove the **pink folders** and give contents to parents at the transfer meeting.

## THEY'VE ARRIVED!

If you need procedural safeguard booklets, please email your TCM.

As a reminder, please send a booklet home with every new referral, and every consent to test.



**On a transferring file, if an eligibility is due before October 31<sup>st</sup>, this needs to be done prior to sending the file to the receiving school.**

[2017-18 File Transfer Procedures](#) (link)

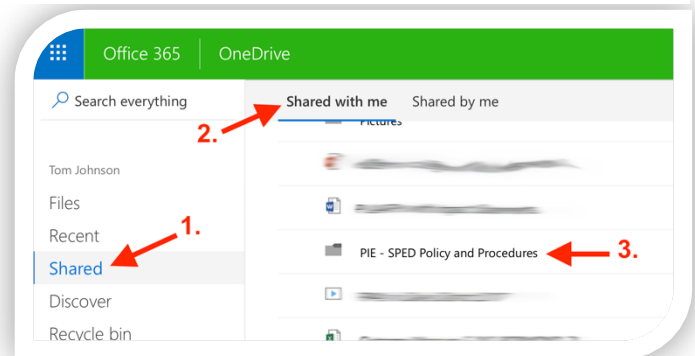
[5+1\\* Reasons to Return a File](#) (link)

## DO YOU KNOW WHERE TO FIND PIE?

The Policy and Information Exchange (PIE) is accessed through Office 365 - OneDrive

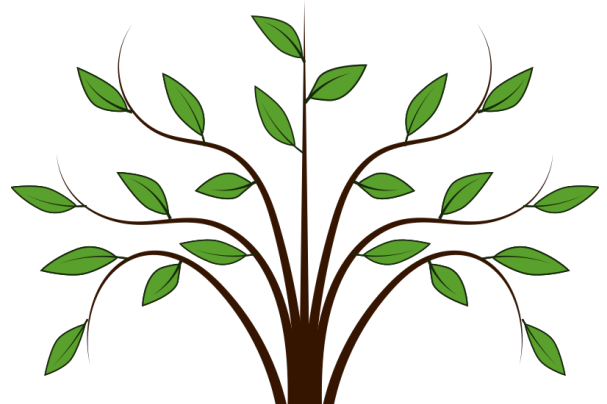
1. Click "Shared"
2. Click on "Shared with me"
3. Click on "PIE - SPED Policy & Procedures"

If you don't have this folder, contact Robin Driggs - [rdriggs@dsdmail.net](mailto:rdriggs@dsdmail.net)



## Do you believe in GHOSTS?

When a student is withdrawn (moves, graduates, 10 days out, etc.) their record will remain "ghosted" in myIDEA for 20 school days in the "All Students" tab, so that the school can complete any remaining paperwork. After the 20 days, the record will be inactive and **INACCESSIBLE**.



If you are retiring this year or won't be back next year, please contact your TCM.

We need to review your files before the end of the school year.

Thanks for Your Service!



# **T** - **T**echnical **C** - **C**ompliance **M** - **M**anagers

*We are a district team specializing in file order & compliance. We provide assistance and services to over **90** locations ranging from Preschool to Post High. In the lifetime of a sped file, it is reviewed an average of seven times by a TCM. TCM's manage over **9500+ files** of students with IEP services.*



## Monitor, Track, & Handle

We help coordinate the transfer of files from one location to another, and help teachers with communicating with other schools in tracking files.

**At the end of the school year nearly 2300 files will be transferred to the next education level.**

We help train all secondary paperwork assistants, & assist in training all other SPED teachers & related service providers on file order and IEP Timeline management.

**100+ New Hires | 30 Paperwork Assistants**

## Train

## Support

We are available for our amazing educators to help resolve any SCRAM Data, file, or compliance issues. We help with myIDEA and Encore support.

**21,000 yearly support touchpoints in DSD**

Every year we physically maintain and review files by updating: Current Information Sheets, File Access Records, Assisting with Move-ins, File Archiving & Destruction.

**174 of LRE File Checks | 2500 Formal File Checks**

## Maintenance

# SCRAM

**Self-Contained Resource Attendance Management (SCRAM) Records**

We find and locate current eligible SPED students records and enter information for State and Federal financial funding through multiple methods.