

“TCM TIDBITS”



“WELCOME BACK”

Reminders:

- *TCM checklists do not go in the file!
- *Don't forget to update your FILE CABINET ACCESS List (in fillable forms)
- *Make sure all students have the correct case manager on myIDEA
- *Related Servers make sure you update yourselves as “Service Providers” On myIDEA
- *Get your hands in the files. Start Calendaring NOW!!! Check for upcoming IEP's, RDR's, and Eligibilities (Go by the Dates in the file)
- *When sending emails DO NOT put the students name in the subject line (In the content of the email be sure to include student's first and last name as well as their student number when emailing your TCM)
- *Be sure to check the appropriate boxes on the meeting summary when holding an IEP or Eligibility meeting

Your TCM'S

- Yvonne Ricks
yricks@dsdmail.net
- Charlynn McNair
cmcnair@dsdmail.net
- Gaynell Parker
gparker@dsdmail.net
- Lyndi Willis
lwillis@dsdmail.net
- Charlotte Swain
cswain@dsdmail.net
- Carla Seaman
cseaman@dsdmail.net

To find out who your TCM is, check the district SPED website under “Teams”

Email is the best way to contact your TCM



Consent for Evaluation/Re-Evaluation

Always record/write the date you RECEIVE the Consent to Evaluate form back from the parent in the margin of that document. This is when your 180-day timeline begins. Initial placements only have 45 school days.

You can send ACTIVE and INACTIVE files through the DSD mail in a taped envelope. Remember to attach a completed school to school transfer log (in fillable forms).

If a file is leaving the district, it must be sent to **Tracy Black** at the district office. Please attach the written request from the new school. This includes charter schools.

OCTOBER 1st COUNT

October 1st is an important deadline for our Special Education Department. This count includes the self-contained units (Functional Skills and Learning Center) and all students who are being served 180 minutes or more daily (including related service time). **Accuracy directly affects funding for staffing. If your student doesn't show up in “All SPED Students” tab in myIDEA, they won't be counted.** TCM's can assist in this important process. Please contact them if needed.



There is now a district approved form that teams may utilize called the [Annual Disclosure of Parent/Guardian Consent to Email Special Education documents & other correspondence](#) – Annually, teams may get parent signatures authorizing the school team to send copies of progress reports, draft IEPs, and other sped documents via email transmission. Please note that it is still mandatory that you include printed and signed finalized documents in the student's Special education paper file. **Do not keep this disclosure in the student's SPED file.** You should file this by year in your classroom or office (in secondary schools, paperwork assistants should manage and store these in a file by year).