

TCM TIDBITS



REMINDER: When a student moves or is released, please be sure to REMOVE yourself as the case manager in the "Contacts" section of myIDEA.



Your TCM may have already or is in the process of bringing around the current Student Information sheets. These are updated annually. The case manager is responsible from that point forward to put in the **RECORD OF ACCESS** (filled out with the student's name and ID#) in the front of the file along with the current information sheet for any move ins or newly qualified students. Your TCM will not be back to do this for you.

PROGRESS REPORTS

ARE DUE AT THE END OF EACH TERM. DON'T FORGET TO FINALIZE AFTER EACH TERM. THERE MUST BE FOUR SEPARATE PRINTED REPORTS IN THE FILE AT THE END OF THE SCHOOL YEAR.

"FINALIZING"

Have you checked your Pending List lately? This is NOT the same as the to do list! A lot of documents were left open in the Spring. This caused many SCRAM errors this FALL. Please look over your Pending list as it is now your responsibility to clean that list up for any student that you are the case manager for. If you have documents that won't finalize because of changes made in the summer, please contact Tom Johnson for help. If you need a document removed, contact your TCM.



DID YOU KNOW

If you need more of the colored file folders, please contact Phyllis Stock at the Printing Office 801-402-5230

If you need more of the PURPLE file folders contact Cozette Freckleton 801-402-5169

FILE ORGANIZATION

- Staple the meeting summary to the back of the IEP (make sure you are using the new form (fillable forms).
- Staple the Age of Majority on the inside left of the white folder
- Paper clip anything that has to do with the current IEP together.
- Paper clip all of the Notice of Meetings together in the Yellow Folder
- Put the RDR and then the Consent to Test on top of the Referral and At Risk documentation in the Brown Folder
- Keep the most current Change of Placement on top in the blue folder