

# TCM TIDBITS



## PRESCHOOL

\*If you are missing part of a Move In file, it is the Case Managers responsibility to request further information from the previous school.

\*Make sure all Community Referrals are completed before the December 1<sup>st</sup> count.

**\*NEW PROCEDURE:**  
STAPLE the Pink UPOD form to the outside front of the white TCM file folder. Must be turned in to Amy Garlick by the end of the school year.

**HAVE YOU UPDATED  
YOUR SERVICE  
PROVIDER LIST??**

**THE TAB CAN BE  
FOUND ON THE IEP  
SCREEN.**

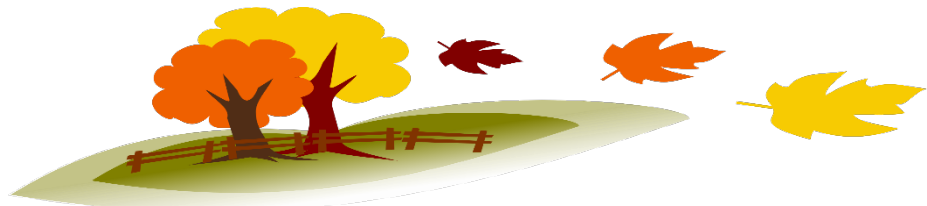
## REMEMBER

\*FINALIZE the IEP & ELIGIBILITY before the Change of Placement

\*FINALIZE the Progress Report before you open a new IEP

\*The Organization of the file is the Case Managers responsibility.

\*TCMs cannot *un-finalize* documents. They can delete them.  
If you have an emergency situation, please email Tom Johnson



### Student Count

Thank you for all your efforts with the October 1<sup>st</sup> count. Please keep watching your caseload for accuracy so we don't miss any students for the upcoming December 1<sup>st</sup> count. This count provides the funding for Special Education programs and staffing. Do not hesitate to contact your TCM with any SCRAM issues or any other myIDEA questions. If your student doesn't show up in the "ALL SPED Students" tab in myIDEA, then they are missing SCRAM and won't be on the December 1<sup>st</sup> count.

**Transferring Files- IEPs written after November 1<sup>st</sup> for preschool, sixth, ninth, and post high school, must include service time and educational level change for the upcoming school year!**

