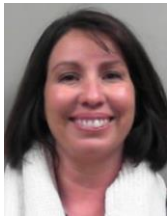




TCM TIDBITS

December 2019/January 2020

Thank you for all of your help with the December 1st count!
Have we mentioned to be sure to **FINALIZE ALL FORMS**?
Have you finalized your progress reports from 1st term?
Finalizing documents and checking the “Pending Listing” report in myIDEA is the most effective way to ensure that your students will be counted for funding purposes.



There is a new record assistant at the district SPED office. Welcome **Maggie Cook** - (2-5135) – margcook@dsdmail.net - she is responsible for transferring move-out files out of district. Please follow [these procedures](#) (PIE) for students transferring out of district.



Preschool students Receiving Boundary Service or Talking Time need to be transferred to the Family Enrichment Center location in Encore and myIDEA after eligibility and testing is completed. Case managers (SLPs) need to contact Candra Jeffery - cjeffery@dsdmail.net - (2-5409) to transfer the student as soon as documentation is Finalized.

Thank you for helping to make sure these students don't slip through the cracks.

The TCM's will be out checking transferring files. Be sure to address the education level change for students transferring from Preschool to Kindergarten, Jr. High to High School, to Post-High School. Please remember district policy states that any transferring files that have IEP's or Eligibilities due before November 1st, **must be held before the file is transferred to the receiving school.**

