

TCM TIDBITS

October/November 2019



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Move-Ins – when doing move-in students, remember to put the meeting dates for the IEPs and Eligibilities, **not the due date**. Also remember that when finalizing the move-in button it sets the scram and creates a record (with no PDF) you will not be able to see a PDF since it's not a Davis District Document.



The case manager is responsible 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.

Transition IEPs – if you have a transferring student in PS, 6th or 9th grade (or 12th going to Vista) and the IEP is held before November 2nd – you will need to hold another IEP before the end of March.

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

STUDENT COUNT

Thank you for all of your efforts with the October 1st count. Please keep watching your caseload for accuracy so we don't miss any of your students for the upcoming December 1st and July 1st counts. These counts provide the funding for Special Education programs and staffing. Please do not hesitate to contact your TCM with any SCRAM issues or any other myIDEA questions. If your student doesn't show up in “ALL SPED STUDENTS” tab in myIDEA, then they are missing SCRAM and won't be counted.



Reminder – the PIE folder is located on the One Drive in Office 365 – If you don't have access contact Tom Johnson – tomjohnson@dmail.net

