



# TCM Tidbits

March 2019 Approved by Julie Larsen



**\*\*Remember 3<sup>rd</sup> Term Progress Reports are coming up!!**  
(Schools being AUDITED need to have them filed before the AUDIT!)

Have you seen the new **"PENDING TAB"** on myIDEA??

This will make fetching your report a lot faster! Be sure to check it out and **FINALIZE** your Pending documents!!

## BEAT the RUSH!

Email your TCM to come check your completed transferring PS, 6<sup>th</sup>, 9<sup>th</sup>, & STEPS/STAR files!  
(IEPs and Eligibilities due before November 1<sup>st</sup> need to be done prior to sending to the receiving school.)  
Resource files are Due **April 26th**

## Preschool

Remember to Remove the Pink Folders and give the contents to parents at the transfer meeting!

This is done as a team decision.



**If you are Retiring or won't be back next year, please contact your TCM. We need to review your files before the end of this school year!**

**NEED PROCEDURAL SAFEGUARDS???**  
**CONTACT YOUR TCM**

*Need to purchase COLORED FILE Folders???*  
*Contact Phyllis Stock in printing services*  
*801-402-5230 - pstock@dmail.net*

Has your team updated your Service Provider list this school year? You can print this report in myIDEA under  
REPORTS>CASELOAD LISTING>SERVICE PROVIDER

You can update yourself as the Provider in the IEP screen of the student!

Teachers, Related Servers, Para's and all of those who make our Special Education Department so GREAT, we just want to shout out a great big "THANK YOU" for all that you do!