

TCM TIDBITS

December 2020/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.



School Teams, please utilize the planner tool. IEP's & Eligibilities are out of compliance, if they are past due. Expired timelines negatively impact funding and can lead to punitive findings with the state board of Education.

Please check your Service Provider List to make sure all your students have been assigned to a provider. You can find this in MYIDEA in the IEP section.

If you have a Davis Connect Student that you know is not attending school please contact the parent to find out why. If that is unsuccessful then please contact the following individuals for additional support.

Amber McInnelly-Elementary
Andrea Graham-Secondary
Phone: 801-402-5266

MOVE-IN BUTTON IN MYIDEA

The move-in button is only available for 90 school days after new student enrollment. Please remember to follow the move-in procedure and **finalize** this form as it sets eligibility and IEP timelines, district assessment participation, goals for reporting progress, and SCRAM. For students who began the year as a move-in, the window to finalize the move-in form is closing. If you have not, please do this before January 15th.

Medicaid consent forms are now to be scanned in. The scan should be sent to Cozette Freckleton and then placed in the purple folders.

New – The School to School Transfer Log has been updated. - [Link](#)

New - The out-of-district transfer (fillable) form has been updated. – [Link](#)

- ❖ A quick reminder, three forms should accompany the file: 1-the new form, 2-a receipt to be returned (transfer log) for your records, and 3-the original request.



2021 File Transfer Procedures: Preschool, Resource K-12 and Special Programs

This document addresses the transfer of files from Pre-School to KG, 6th to 7th; 9th to 10th; 12th to transition programs. These guidelines include files for students in special programs (i.e. ASC, EE, SB, BCIS) that will be transferred to a new school location. These guidelines do not apply to files where a change of placement to a more restrictive placement (self-contained classroom) is team decision.

1. Role of TCMs

- Review all files that will transfer between Special Programs, Preschool, 6th, 9th and if appropriate 12th grades. Complete a TCM Compliance Checklist for each file.
 - The checklist is kept outside of the special education record and transferred to the receiving school for their review.
 - The receiving school can destroy these after the corrections have been verified.
- Train and assist paperwork assistants in file management in the sending, receiving, and daily management of files.

2. Role of Sending Team (all Special Education Professionals involved in file transfers)

- Ensure each student has a current IEP which will not expire before November 1 of the next school year. This deadline is **applicable for all transferring students**, including those students transferring to the post-high programs housed at the Vista Education campus.
- Complete the transition plan for all students turning 14 in the IEP year.
- Ensure that evaluation and student eligibility are current and that the eligibility is not due before November 1st of the next school year (for students who will transfer to a new setting).
- **Ensure that all open forms are finalized on myIDEA!**
- Review TCM File Compliance Checklist and correct all errors.
- Align the student's IEP services, placement, and proposed schedule. (See 5 + 1* Compliance Reasons to Return a File).
 - Complete change of placement indicating start date of next year if appropriate.

Transfer **ALL** files (active and inactive) to the receiving school **no later than the last Friday in April of the current School Year. For the 2019-2020 school year, this is Friday, April 23, 2021.** TCMs will be reviewing all transferring student files by April 23, 2021 regardless of education programs (ASC, EE, SB, BCIS, Speech [only])

- **The receiving school should return any files that require corrections by May 7, 2021. Corrections are to be made and file returned by May 21, 2021** (See list of "Reasons to Return a File").
Please note, these timelines differ for Special Programs ASC, EE, SB, BCIS whom hold their file fair on May 21st, 2021.
 - Progress reports that haven't been completed can be sent via Pony to the receiving school after they're done.
 - Year-round elementary schools need to follow this date because junior high teams need to review the files. Year-round schools can still access records on myIDEA.
- Complete a File Transfer Log with a list of names indicating the active and inactive files being transferred. Keep one copy for your records and provide the receiving school a copy.
- **A Note for Special Programs Teachers:** Avoid involving the anticipated self-contained teacher. Sharing teacher names with parents and suggesting specific schools creates parental expectations for student placement that may not be fulfilled.

3. Role of the Receiving Team (all Special Education Professionals involved in file receipt)

1. Review the School to School Transfer Form and the student files for compliance.
2. Receiving school can return ACTIVE files that require corrections within 10 contract days of date of receipt (See 5 + 1* Compliance Reasons to Return a File).
3. If there is a question regarding the file compliance, contact your TCM.
4. Corrections must be made and file returned by **May 21, 2021.**

Deliver files to SPECIAL EDUCATION DEPARTMENT PERSONNEL ONLY - not school custodian, office staff/secretaries.

TRANSFER OF RECORDS BETWEEN SENDING AND RECEIVING SCHOOLS

Sending Date:

Sending School:

Sending Person:

Student Name	Active or Inactive File (check 1)	Student Name	Active or Inactive File (check 1)
	<input type="checkbox"/> A/I <input type="checkbox"/>		<input type="checkbox"/> A/I <input type="checkbox"/>
	<input type="checkbox"/> A/I <input type="checkbox"/>		<input type="checkbox"/> A/I <input type="checkbox"/>
	<input type="checkbox"/> A/I <input type="checkbox"/>		<input type="checkbox"/> A/I <input type="checkbox"/>
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Receiving Date:

Receiving School:

Receiving Person:

**DSD SPECIAL EDUCATION DEPT.
FILE/RECORD REQUEST**

DATE REQUESTED: _____

REQUEST PROCESSED BY: _____

STUDENT NAME: _____

STUDENT DOB: _____

DSD SENDING SCHOOL: _____

DSD CASE MANAGER: _____

FILE REQUEST BY: _____

School/Agency

Department/Individual

Street Address

City, State, Zip

Phone Number

Fax Number

DATE FAXED IEP & ELIG.: _____

DATE SENT IN DSD PONY: _____

OR

DATE HAND CARRIED TO DSD: _____