



TCM TIDBITS

STUDENT COUNT

Thank you for all 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.



TRANSFERRING 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 it transfers. (due date = 364 days) – [See 5+1* Reasons to return a file.](#)



REMEMBER:

- Learning Plans go in the student file with the corresponding IEP
- The "3 notice of meeting attempts" does not apply to Initial Eligibility (Parent/Guardian must attend)
- Nuames, like Charter Schools, are considered out of District. Those files go to Maggie Cook, Records Assistant at District SPED Office.
- If you have any files that you aren't sure where they go, please contact your TCM.

REMINDER:

Contact your TCM to delete anything you've "Accidentally" opened in myIDEA. Also please include the student number in case the name is spelled wrong.

~ [TCM Contact Info](#) ~

Move-Ins – when doing move-in

students, remember to put the meeting dates for the IEPs and Eligibilities, not the due date. An easy way to do that is look at the date on the signature page. 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.

