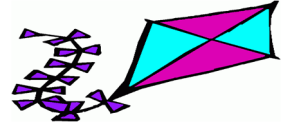


March 2015

TCM TIDBITS

Approved by Kathy Chisholm



ONLY 2 MONTHS UNTIL THE TRANSFERRING OF FILES

Don't forget all transferring Special Education files need to be to the receiving school by May 1st, 2015. This includes PS to Kindergarten, 6th to 7th, 9th to 10th, and all post High School files. Remember the inactive files follow the student to their next school. All Related Service files also need to be transferred. If you need help finding the next school to attend, your TCM will be happy to help you.

REASONS TO SEND FILES ON TIME

- ◆ The receiving school has time to look at the TCM check list to make sure all corrections have been done.
- ◆ The receiving school has time to return the file within the 10 day time frame.
- ◆ The receiving school can schedule appropriately for the next school year.
- ◆ Keeps files from getting lost
- ◆ This is District Policy

[File Transfer Procedures and Responsibilities](#) (link) | [Preschool to Kindergarten Transfer Procedures](#) (link)

DID YOU KNOW...

All transferring files must be checked by your TCM before transferring the file.

Please leave the Blue check list on the front of the file, under the elastic band.

FINALIZE

**DON'T FORGET TO FINALIZE
ALL FORMS!**



Verify Button

Before holding any meeting using any form in myIDEA, you should press the verify button. The verify button checks your document for compliance. Running verify protects you and the district from non-compliance issues during your meetings..

IF YOU NEED A LANGUAGE INTERPRETER

Refer to the cut out card below:

Requester/Your Name:

Position:

Office/cell phone#:

School Name:

Student Name:

Grade:

Language (Ex. Spanish, Bosnian, etc.):

Reason for Interpretation (Ex. IEP, SEP, HCP, etc.):

Date or Tentative Date:

Meeting Time in/Approx. Out:

Meeting Location (Room):

Parent/s Name/s:

Address/Phone #. (If Home Visit)

Instructions: Paste the information above in an email message to Sol Prodan.

Please plan your meeting 3 weeks ahead of time, and back to back if you have more than one meeting that requires interpretation. As soon as Sol receives your information it will be crossed check with her OUTLOOK calendar. If the date or tentative date is accepted, she'll send you an OUTLOOK calendar invitation which you will have to accept or decline (click on ACCEPT to confirm the appointment). Sol Prodan - hprodan@dsdmail.net

If your school doesn't have a Spanish speaking staff member to assist in contacting the parent, you may request that Sol assist with setting up the appointment.

For Sign Language Interpreters - Send the same information listed above to:
Scott Zigich – szigich@dsdmail.net or Marilyn Barnes mkbarnes@dsdmail.net