TCM TIDBITS

October 2015 Approved by Kathy Chisholm

MOVE-IN PROCEDURES

The move-in button on myIDEA is available for only 90 days after the initial enrollment date. Move-ins include instate and out of state procedures. Please see page 13 of the move-in section on the PIE site for more information on this. **FINALIZE.** Finalizing creates the SCRAM record and makes the student show on your ALL SPED STUDENTS list. *Link:* **http://tinyurl.com/dsd-movein** Any questions please contact your TCM.

Reminder

Move-ins and New Students need to have a Record of Access inside the front cover of the file. This is found in **Fillable Forms** or you can contact your TCM for this.

Important~
On an Initial Placement parents need to mark the "I Do" box (give permission) on the form.
It cannot be left blank or a new form and signatures will be required.

A **BIG THANKS** to all for your help with the October 1st count! We appreciate the extra effort, consideration and support.

If you have ACTIVE or INACTIVE files of students who are not attending your school, please check with your front office or TCM to find out if they have a records request or to see if the student moved elsewhere within district.

Remember to Finalize all documents!

- Finalize move-in information
- Finalize newly qualified student documents
- Finalize Change of Placement (exits scram for released students)

PROGRESS

Be sure all PROGRESS REPORTS are finalized before the end of the term. And remember to file a copy in the students' file. The end of 1st term is October 30th.

Current Information

The Current Information form is up-dated yearly. It shows Ethnicity, home/student language and up-dated information. The Ethnicity is looked at during our state audits. Your TCM will be printing the new forms and putting them in your files. Please shred outdated current information.