



# TCM TIDBITS

Approved by Special Education Director Kathy Chisholm/ November 2014

## TRANSFERRING STUDENTS

When writing IEPs for students who will be moving on from preschool to kindergarten, 6<sup>th</sup> to 7<sup>th</sup>, 9<sup>th</sup> to 10<sup>th</sup> and 12<sup>th</sup> to post-high services (i.e., Steps & Star) you must enter a service recommendation with class and time/frequency for the following school year in the **"Change in Service Time when Education Level Changes"** field located beneath the services section of the IEP in myIDEA.

Instructions that may be helpful are located at: SPED Training Documents >> Entering Service Time for Education Level Transition IEP's. Junior High time is noted as 1/7 periods, 45min. daily starting 7<sup>th</sup> grade. Time for Junior High with A/B schedule and High School time is listed as 1/8 periods, A/B schedule 45min daily starting 7<sup>th</sup>/10<sup>th</sup> grades. Junior High with 10 classes A/B schedule would be 1/10 classes, 35min daily starting 7<sup>th</sup> grade.

The word **TRANSITION** must be in one goal heading **AND** in Special Education Services. Instructions are located on: Sped Training Documents >> Secondary Mild Moderate >> New Transition (Sample IEP).

IEP's & Eligibility Determinations transferring with due dates prior to Oct 31, must be done by the sending school. **NO EXCEPTIONS.** Remember IEPs held in September and October must be reconvened in the spring prior to student transferring to the next location.

### FYI



Internet Explorer is NOT compatible with myIDEA. Please use Google/Chrome or Mozilla/Firefox

### Health Care Plans

For students who have a Health Care Plan remember to list Health Care Plan in the **accommodations** on the IEP. All Health Care Plans come from the nurses with instructions. You need to make two copies for your classroom:

- Copy in the file behind the IEP
- Copy for Medical binder/folder
- Original HCP back to nurses

### DECEMBER 1<sup>ST</sup> COUNT

The December 1<sup>st</sup> Count will include All students who receive any Special Education Services.

It is **ONE** of the most important counts for Federal Funding for the next school year. This includes:

- Community Preschool, Preschool LC, Preschool FS, Talking Time, Title 1 and Head Start.
- All related services including speech only students
- All resource, functional skills and learning center students
- New move-ins. Please watch for students that come just before the count
- Newly qualified by November 28<sup>th</sup>

Please verify your caseload from the reports your TCM will be providing you and contact them with any questions or concerns.

### DID YOU KNOW?

- A Progress Report is required for each term. A copy should be sent to the parent and a copy put in the students file.
- Preschool only reports progress twice a year.
- RDR can be done at the IEP preceding the Eligibility being due.

### Adult Student Notice of Meeting-

When needing an Adult Student Notice of Meeting, fill out the Notice of Meeting like you would do for any special education student. Click on the print button; it will give you a drop down box with adult student as an option. Then click on Print, Save, Verify, Finalize. Be sure to print the report for the adult student.

### How to Order File Folders

When ordering more colored TCM file folders you need to talk with Phyllis Stock at: 801-402-5228.

The file folders cost .75 cents for the basic five folders or .15 cents each.

## **Related Service Providers and IEP Team Meetings**

**Do you know related service providers in Davis School District are assigned to support as many as 45 different school buildings? They are on the run every day! Please plan about 10 days ahead for IEP team meetings that involve related service providers, especially those providers who work in more than 3 buildings. This notice will allow the related server to update progress reports, goals and RDR data and eligibility data. Related service providers take their duties seriously and want to be part of the process whenever possible. It is necessary for them to excuse themselves from some meetings, but your efforts to include them in advance will maximize their ability to complete paperwork and attend as many meetings as possible.**