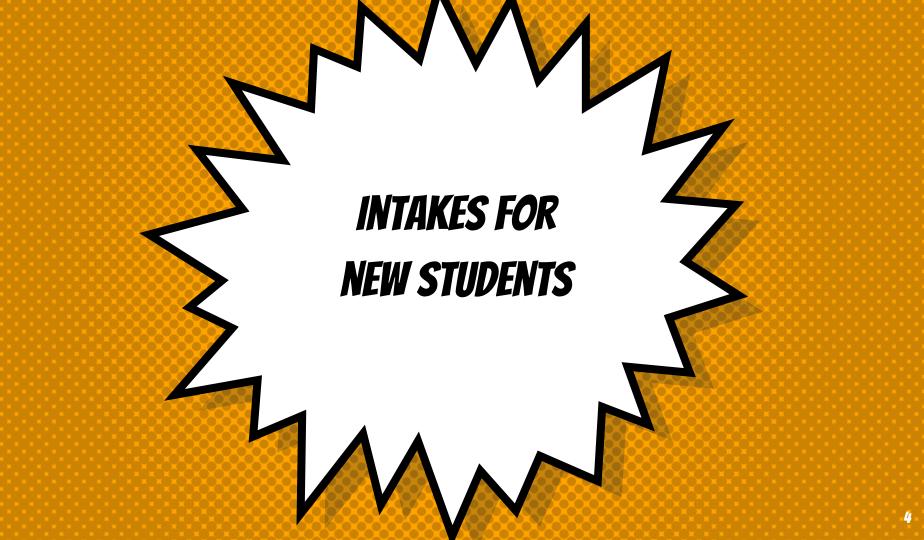
BEYOND THE BASICS **JANUARY 2019**

- Notice of Mtg sent home minimum of 5 days
- Purpose of Notice of Meeting
- Finalizing Dates



NOTICE OF MEETING

- NOTICE OF MEETING NEEDS TO BE SENT HOME AT LEAST 5 DAYS PRIOR TO MEETING
- PRINT A COPY FOR PARTICIPANTS AND MAKE SURE
 TO PUT ONE IN THE FILE
- MAKE SURE THE CORRECT PURPOSE OF MEETING IS STATED



INTAKE FORM

- * This is sent out to schools for students new to Canyons. You will usually receive it when a student will be in a special class placement.
- * If a student comes to register at your school and you suspect they may have previously been in a self-contained class, please let your teacher specialist or SPED office know.



New Student Information

Student: Click here to enter text. DOB: Click here to enter text. Pare	ent/Guardian: Click here to enter text.						
Address: Click here to enter text.							
Student Grade: Click here to enter text. Cell Phone: Click here to enter text.							
Has the Student Attended CSD: Yes: ☐ No: ☐							
If Yes What School(s)?							
Student Coming from:							
Public School: ☐ Private School: ☐ Home School: ☐							
School Name: Click here to enter text.							
Type of Special Education Setting Student Is Coming from:							
Resource: □ Special Class: □ Type:							
Health Concerns: Click here to enter text.							
Placement School: Click here to enter text.							
Teacher: Click here to enter text.							
Comments:							
Teacher Specialist Che	cklist						
Check When Completed:	Date:						
☐ IEP Reviewed By Click here to enter text.							
□ Documents Sent: Click here to enter text.	Click here to enter text.						
☐ Submit Transportation (if applicable)	Click here to enter text.						
□ 2 Week Check	Click here to enter text.						
	Click here to enter text.						

Check When Completed:	Date:
IEP Reviewed	Click here to enter text.
In State / Out of State Checklist Completed (form on Weebly)	Click here to enter text.
Goalview Updated (Request or Create)	Click here to enter text.
Request Special Ed. File (form on Weebly)	Click here to enter text.



When

- you have gone through the LRE process for a student and they are going to change placement
 - when you are getting a new student into your self-contained setting.

Receiving team process:

- . Correspond with parent or sending team (if applicable) to set a time for a meeting
- Meet with parents and sending team (if applicable) to discuss the student
 - o Discuss
 - Current levels of student
 - Strategies that work for the student
 - Concerns
 - Services the student receives currently
 - IEP and eligibility dates
 - Student start date and transportation
 - Behavior Plan and Review
 - Curriculum
 - Health concerns

•

- Information to share with parents:
 - School start/end times and other pertinent information about the school
 - Tour of the school
 - Classroom information (communication, class routines, adults working with the students, etc...)
- Who should attend:
 - Special education teacher
 - Relevant related service providers
 - If possible: principal or assistant principal, teacher specialist

.

- Have the student go through the registration process at the school
- Amend the IEP if needed
- Send in a SCRAM



Sending team (if applicable) process:

- Correspond with parent and receiving team to set a time to meet
- Send a notice of meeting
 - Discuss:
 - Current levels of student
 - Strategies that work for the student
 - Concerns
 - Services the student receives
 - IEP and eligibility dates
 - Curriculum
 - Transition to change placement
 - Health concerns
 - Student start date and transportation
 - Who should attend:
 - Special education teacher/Case Manager
 - If possible: relevant related service providers, teacher specialist
- Prior to the meeting a change of placement form should be completed with the parent when applicable
- Send in exit SCRAM



INTAKE TIMELINE

- Intake meeting should happen in a timely manner so the student has access to their appropriate education as soon as possible. (Best practice is to hold the meeting within the week of notification of a student coming to your setting.)
- × Remember McKinney-Vento Law states that students have to be enrolled as soon as they are identified as a student in Canyons boundaries. There may not be enough time to get a full intake meeting together.

FILE TRANSFER PROCEDURES



WHAT DO I DO WHEN I AM SENDING A FILE TO ANOTHER SCHOOL?



Place this document in your File Transfer Binder.

SCHOOL DISTRICT

Canyons School District

Procedure for Transferring Special Education Files

OUTGOING FILES

- To send a file to another school you <u>must</u> have a <u>written</u> Request for Records from the school requesting the file (a telephone call does <u>not</u> substitute a written request).
- 2. Record the request on your File Transfer Record Form (found on the Weebly).
 - Send the entire file to any public or charter school in Utah.
 - Check the Utah State Office of Education (USOE) at http://schools.utah.gov/main/ if you are unsure about a school classification.
 - Include a Receipt for Confidential Student File form with each file you send.
 - When the form is returned place it in your File Transfer Binder.
- If the file is being sent out-of-state or to a private school <u>DO NOT SEND THE FILE, SEND ONLY</u> COPIES.
 - The original file is retained in your inactive files for five years and then sent to the state archives.
- 4. Make copies of the most recent (when sending out of district, out of state or private school):
 - IFP
 - Referral
 - Permission to Evaluate
 - Team Evaluation Summary (ERS)
 - Determination of Eligibility
 - Behavior Intervention Plan (if applicable)
 - · Initial Placement Form
 - · Change of Placement (if applicable)
 - Health Care Plan (if applicable)
- 5. Give the copies/file requested to your school secretary to mail with the Certified Mail Ticket.
 - Your school's front office will send the file using e-certify mail.
- 6. When sending files within Canyons School District send via district mail.
 - · Include a Receipt for Confidential Student Files with each file sent.
 - Record on your File Transfer Record form when and where you sent the file.









What is e-certify?

*Electronic receipt and tracking system for student records.

*Obtain tickets from your secretary.

*If you need confirmation of delivery contact Kristy Sayre or Christine Gardner in special education.

*Please fill out this ticket and The Mailroom will enter the	RICT ELLENCE nd attach i	Regular Ed t to your C		Special Ed L piece.		
STUDENT ID#						
BUILDING LOCATION				_		
DESTINATION LOCATION & ADDRESS						
DESTINATION / PERSON						
ADDRESS						
CITY, STATE, ZIP						
OTHER INFORMATION						

Must complete this ticket and give to secretary with



Special Education and Related Services Receipt for Confidential Student Files

Please sign, date, and return via fax 801-826-5055

Sending	Receiving		
District	District		
School	School		
Feacher Name	Teacher Name		
Address	Address		
City, State, & Zip	City, State, & Zip		
Student's Name			
Birth Date			
The undersigned has received the ab	ove student's file from Canyons School District.		
Signature	Date		

revised 1/19

*File must include Receipt for Confidential Student Files when sending a file.

*When it's returned place in your file transfer binder.



Document all transferring files
-Form found on the weebly



Transfer of Files - Special Education

ol Name:							
		Please	maintain this re	cord when tra	nsferring any	files	
Student Name		Date	Method of		Receiving School &	Received by	
Last	First	Transferred	Transfer	Delivered by	District	please print	Signature
			/				
	-	_		1			



COMING SOON!

NEW IN STATE AND OUT OF STATE CHECKLISTS

IF YOU HAVE RECEIVED AN OUT OF DISTRICT OR OUT OF STATE FILE, SEE YOUR TEACHER SPECIALIST FOR SUPPORT

TRANSITION GOAL



All students will increase their level of participation in their IEP meetings by one rubric level

Rubric

Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
·Student does not attend the meeting · Student does not participate in planning for the meeting	·Student does not attend the meeting ·Student participates in planning for the meeting (sending invitations, etc) ·Student helps create a portfolio or powerpoint for use during the meeting	·Student participates in planning for the meeting (sending invitations, etc) · Student attends the IEP meeting · Student shares portfolio or powerpoint	·Student participates in planning for the meeting (sending invitations, etc) · Student attends the IEP meeting · Student shares portfolio or powerpoint · Student participates in welcoming and introducing team members	· Student participates in planning for the meeting (sending invitations, etc) · Student attends the IEP meeting ·Student shares portfolio or powerpoint · Student participates in welcoming and introducing team members ·Student shares strengths/ weaknesses · Student answers questions · Student gives input	·Student participates in planning for the meeting (sending invitations, etc) · Student attends the IEP meeting · Student shares portfolio or powerpoint · Student participates in welcoming and introducing team members · Student shares strengths/ weaknesses · Student answers questions · Student gives input · Student expresses their progress on goals · Student shares ideas for new goals



THANKS FOR TUNING IN! NEXT BEYOND THE BASICS: HS - MON, 3/18 MS - TUES, 3/19 ELEM - WED, 3/20



Email your specialist what image is above as soon as you've completed watching.