BEYOND THE BASICS **JANUARY 2019**

HOUSEKEEPING:



IEP & File Transfer Binders (checklist, walk them through it)
(30 minutes)

Dates: ESY, File Transfer (5)

Tell it on the mountain (35)

JANUARY TOPICS - THURSDAY

Out of State (Allison - pm, Jana - pm, Michele - am, Derick - am) (20 min)

Intakes from school to school (Carin - both), (20 min)

Brain Break - Andrew 5 min

File Transfer Policy/Procedures/e-certify (Ana - am, Andrew - pm) (10 Min)

In State (Allison - pm, Jana - pm, Michele - am, Derick - am) Skyward Indicators (buttons) (Lane) (10 min) Service Pattern IEP Language (what it's called, CNP, Directed Studies, science/ss do not belong) (Stacey - am Jana - pm, Derick - am/pm) (15 min)

Brain break -Ana - am, Andrew - pm 5 min

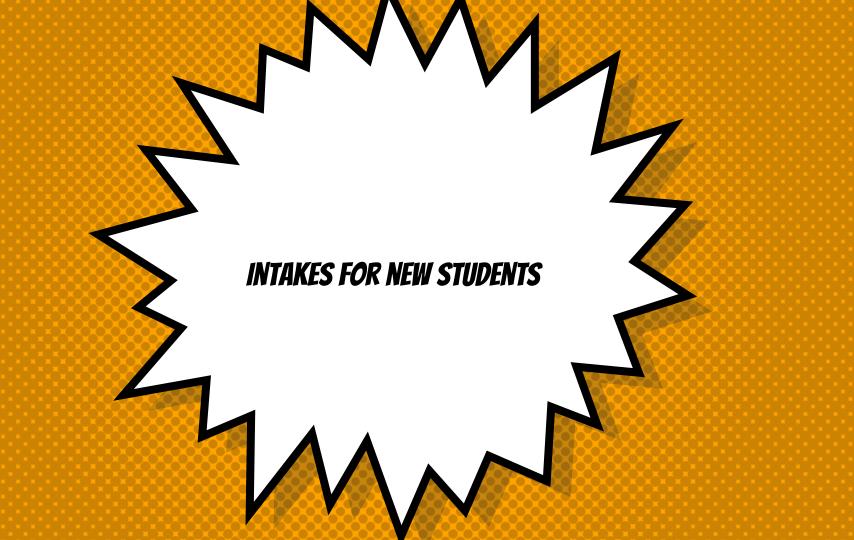
Transition (20 min) (Jana- pm, Allison - pm, Lauren - am Andrew am, Ana - am)

Echos of the mountain (10 min) – Carin both Commitment (5 min) – Carin both

150+15=165

- Notice of Mtg sent home minimum of 5 days
- Purpose of NofM
- Finalizing Dates
- Uploads
- RISE checkboxes
- ASPIRE
- Change Case Manager
- Referral Folders





INTAKE FORM

This is sent out to schools for students new to our district that come to our office before you enroll them at your school, or students that register at your school who you question their placement based on the information you have.

PROCESS

Special education office gathers all information possible about the student:

- IEP, ERS, Eligibility, BIP
- × parent input
- × previous school/teacher input
- possible meeting with the student

YOU CAN ALSO SPLIT YOUR CONTENT

White

Is the color of milk and fresh snow, the color produced by the combination of all the colors of the visible spectrum.

Black

Is the color of coal, ebony, and of outer space. It is the darkest color, the result of the absence of or complete absorption of light.

IN TWO OR THREE COLUMNS

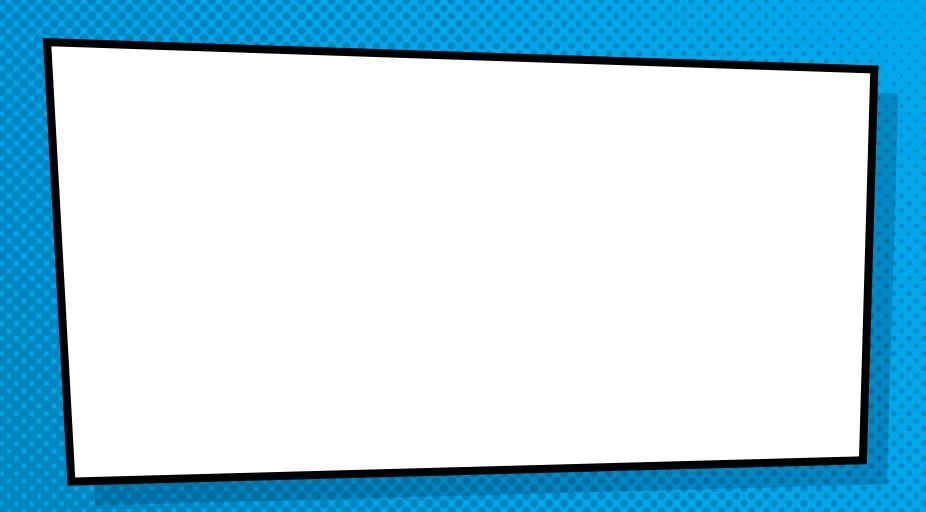
Yellow

Is the color of gold, butter and ripe lemons. In the spectrum of visible light, yellow is found between green and orange. Blue

Is the colour of the clear sky and the deep sea. It is located between violet and green on the optical spectrum.

Red

Is the color of blood, and because of this it has historically been associated with sacrifice, danger and courage.



FILE TRANSFER PROCEDURES



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



Place this document in your File Transfer Binder.

CHOOL 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):
 - IEP
 - 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 The Mailroom will o	ticket and attach	Regular Ed it to your C	Special Ed L piece.
BUILDING LOCATIO DESTINATION LOCATION	ATION & ADDRESS		_
			_
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		
Teacher Name	Teacher Name		
Address	Address		
City, State, & Zip	City, State, & Zip		
Student's Name			
Birth Date			
The undersigned has received the ab	pove 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

		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					
			1				
			, , , , , , , , , , , , , , , , , , ,				





Skittles for all



- × Orange: How one student has positively impacted you this year?
- × Purple: One thing you have learned about yourself this year?
- × Red: One great memory you have from this year?
- × Green: What is the most adventurous thing you have done this year?
- Yellow: One thing you appreciate about your career?





Marbled Bandana



- Count out into teams.
- Walk your bandana as a team to your designated spot.



A PICTURE IS WORTH A THOUSAND WORDS

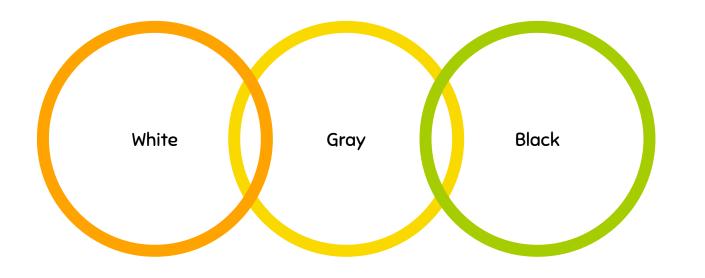
A complex idea can be conveyed with just a single still image, namely making it possible to absorb large amounts of data quickly.



WANT BIG IMPACT? USE BIG IMAGE.



USE CHARTS TO EXPLAIN YOUR IDEAS



AND TABLES TO COMPARE DATA

	Α	В	С
Yellow	10	20	7
Blue	30	15	10
Orange	5	24	16





Whoa! That's a big number, aren't you proud?



89,526,124\$ That's a lot of money

185,244 USERS
And a lot of users

100% Total success!

OUR PROCESS IS EASY last second first

LET'S REVIEW SOME CONCEPTS

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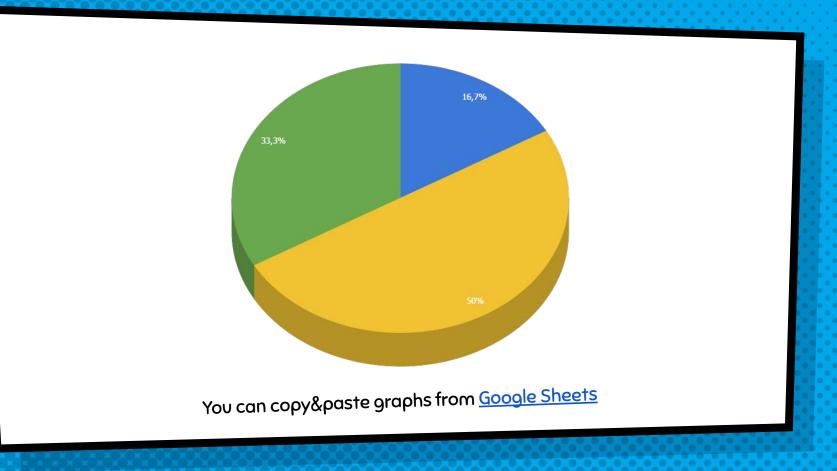
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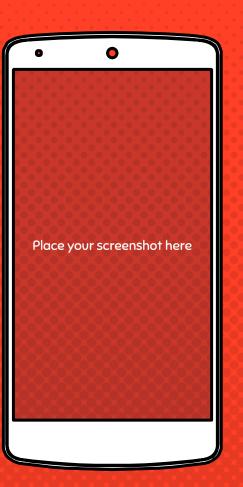
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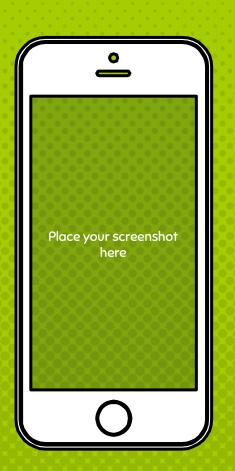
ANDROID PROJECT

Show and explain your web, app or software projects using these gadget templates.



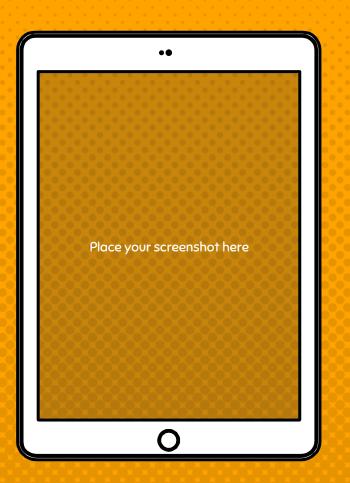
IPHONE PROJECT

Show and explain your web, app or software projects using these gadget templates.



TABLET PROJECT

Show and explain your web, app or software projects using these gadget templates.



DESKTOP PROJECT

Show and explain your web, app or software projects using these gadget templates.





Any questions?

You can find me at @username & user@mail.me

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- × Presentation template by SlidesCarnival
- × Photographs by Startupstockphotos

PRESENTATION DESIGN

This presentation uses the following typographies:

x Titles: Bangers

× Body copy: Sniglet Regular

You can download the fonts on these pages:

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You don't need to keep this slide in your presentation. It's only here to serve you as a design guide if you need to create new slides or download the fonts to edit the presentation in PowerPoint®



SlidesCarnival icons are editable shapes

This means that you can:

- Resize them without losing quality.
- Change fill color and opacity.
- Change line color, width and style.

Isn't that nice?:)

Examples:





Now you can use any emoji as an icon! And of course it resizes without losing quality and you can change the color.

How? Follow Google instructions https://twitter.com/googledocs/status/730087240156643328

