Intradistrict Communication

DATE: July 31, 2021

TIME SENSITIVE:
PLEASE MAKE SURE TO USE THE CURRENT VERSION OF THE IEP SCRAM SERVICES FORM (NOVEMBER 2014)

TO: Principals
                 All Special Educators and Service Providers

FROM: Lisa Robinson, Administrator of Schools
                 Kim Lloyd, Director of Special Education

SUBJECT: SCRAM for 2021-22 School Year- October 1 Count

Special Education Resource and Cluster Team Leaders will receive a SCRAM report via Move-It of all students who should be receiving services through your school's special education program(s) at the start of the 2021-22 school year. Please pay special attention to the students with the "SCRAM School" highlighted in yellow. These students have obvious errors and will need a new SCRAM submitted. These errors are students who are new to your school and are not yet scrammed at your location, likely because they came from preschool or a different school in the district. New students transferring from out of district will not appear on the SCRAM Report until a SCRAM is submitted for them. All team members and service providers need to verify each student on this list as either correct, changed, exited/moved, and/or incomplete. Since only one copy is being sent per "team" (i.e., Resource and Cluster), it is important that resource teams, cluster teams, SLPs, Guidance Specialists and other itinerant providers work together to check and complete the requested information. It is important to verify **every** student. Each team member must review and initial the report before returning it to the Special Education Department. **Please only return the one original report with all signatures and updated SCRAM documents, please do not send in multiple copies of the report.**

> **We realize our timeline is VERY tight, but all corrections must be entered in Skyward before the state's Oct. 1 deadline. Please do not print out SCRAM for your entire caseload and send in all of them. Only send in SCRAM for those students who have an error or need a change or a correction in services, not those on the report that are already correct. The service provider can be changed on the report without sending in a new scram document by crossing out the current provider and writing in the new one. This is the only change that can be made without sending in a new SCRAM document.**
>
> **The Entry Date on new SCRAMS for all students starting the new year should be August 16, 2021. When submitting corrected SCRAM from this report, please use this date for ALL students.**

Please have your Scram Reports and corrected SCRAM returned to the District Office by
Wednesday, September 8, 2021

Use the following to verify the SCRAM printout:

Check mark (√) in front of the student's name
If **all** information is correct (i.e., the student is currently enrolled and scrammed at your school **and** receives the same special education/related services and minutes listed on the report), then put a check mark in front of the student's name. The SCRAM document must match the students active IEP. **Please remember that minutes shown on the report and on the SCRAM document should be listed as the average weekly minutes, not monthly minutes, the student receives**. Whatever minutes are listed on the last column of the SCRAM document labeled "SCRAM Min. Weekly" is what will be entered into

Skyward. If all of this information is already correct on the report, a new scram document <u>does not</u> need to be submitted.

If the provider name is the only change needed, you may make the correction by writing it in on the printout and √ that the information is correct in front of the student's name. You do not need to submit a new scram if the only change is the providers name. All other changes must be submitted on a new SCRAM document as outlined below.

Cross out the student's name
If the student is no longer receiving special education services at your school, the student has moved from your school or services are being discontinued, cross out the student's name and if necessary, include an exit scram. If the student was coming from a different school but never showed, note on the report that the student is a no-show.

Complete a new SCRAM document -- make sure you are using the revised November 2014 version (attached).
Students are automatically rolled forward to their new boundary school for the new school year.

*The following students will **ALL** need a **new SCRAM** for the new year:*
- Students going from preschool to kindergarten- including those seen for speech only at the same location during preschool. They are still scrammed as preschool students at this point
- Kindergarten to 1st grade may require service adjustments due to going from half-day to full-day
- 6th to 7th grade- new middle school students
- 9th to 10th grade- new high school students
- boundary changes within the district- students moving or permitting to a different school then they attended last year
- new schools opening- Aspen Elementary, Rocky Peak Elementary, Kelsey Peak Middle, and Kings Peak High Schools need to send a new SCRAM for every student on their caseloads
- students assigned to a different location then the boundary school, and a permit code has been entered for that location (e.g., self-contained support class students or those on permit)

Please check each student on the printout and make sure the SCRAM school location matches your school number and service information is accurate. Even if a preschool student was served at your school and they are now a kindergarten student, they will need a new scram because at minimum the location and placement (preschool to elementary), time service pattern, and environment codes have changed, even if the minutes don't.

If the student is new to your program (new move in, transferred, or newly classified), **OR** if the student is listed on your SCRAM printout, but the services have changed from what is listed in some way (changes in the actual services or the time allotted to any service), the IEP must be revised and a new SCRAM document must be completed.

Once the IEP Services Section is revised and a new SCRAM document is completed, send a *copy of the revised IEP* to the parents (make sure they have been involved in any changes, and their involvement is documented, as they are members of the IEP team) and send a copy of the revised SCRAM document to the District Office.

Note: A hard copy template of the current SCRAM document (Revised November 2014) is attached with this memo and a digital copy is posted on the Special Education Website. Make sure you are using this form and not an older copy. You may download a digital version of the SCRAM document to save on your desktop to use as your template and SAVE AS to make changes much easier to update.

You do not need to file the SCRAM documents in the individual student's IEP file, but an ongoing file needs to be maintained at the school including all students that have received services at any time during the current school year. You may keep either an electronic copy of the SCRAM document on your computer or keep a separate file/binder of original printed SCRAM documents for your current year's students. At the end of the year you can then shred the SCRAM forms for the students that are no longer receiving services or attending your school.

Team members should note the following:

- The SCRAM entry date for all students starting school at the beginning of the year should be the first day of the traditional school year, **August 16, 2021**. This is also the day that resource services should begin. Itinerant services will begin one week after the first day of school. (Please refer to the memo dated May 1, 2019). **Regardless of whether student's services include resource or itinerant services only, the SCRAM entry date for the beginning of the year should still be the first day of school**. This includes kindergarten students who start a week later than the other grades. If the correct entry date is not on the SCRAM, we will lose membership days for these students and our funding will be affected.

- Please remember that students classified as Developmentally Delayed (DD) must be re-classified **prior to their 8th birthday** (regardless of the 3-year re-evaluation due date). Students who maintain a DD classification after their 8th birthday **cannot** be submitted for funding and will not be counted towards your schools' numbers for staffing purposes.

- The environment code used to be marked differently for kindergarten students who were 5 turning 6. The state has now changed this and all students starting kindergarten will be marked with a V as the environment code.

- All SCRAM for preschool aged students must be submitted through the Child Development Center at Kauri Sue Hamilton School. If you see preschool aged students for any services at your school, such as speech, please send SCRAM for these students to Kauri Sue Hamilton CDC.

- Please keep in mind the procedure for submitting exit dates: The exit date is the **day AFTER** the last day the student receives the services listed on a SCRAM document. **The new SCRAM entry date will be the same as the previous SCRAM exit date**. Errors in exit and entry dates can result in a loss of days counted and loss of funding. **When exiting and re-entering SCRAM for students, the exit date goes on the bottom of the old SCRAM showing the services being exited and the entry date goes on top of the new SCRAM showing the new services being entered.** A new SCRAM should be submitted any time there is a change in services or an IEP is held.

- Please make sure to indicate with a check mark, at the top of the SCRAM document, if the student will be taking the DLM/alternative assessment testing as per their IEP. Make sure you are using the form with this checkbox in the top right corner. (November 2014 version) Additionally, please keep in mind that students classified as BD, CD or SLD should not be marked as DLM/alternative assessment testing, as the state does not consider them to have significant cognitive disability. If they do qualify, they will need to be re-classified.

The deadlines for returning SCRAM reports and all corrected information and/or new SCRAM information are listed below:

Wednesday, September 8, 2021

We recognize that the timeline for submitting this required information is short, but **all data must be entered into Skyward by October 1 for submission to the Utah State Office of Education.**

The report and all SCRAM documents (except preschool age which go to the CDC at Kauri Sue Hamilton School) should be returned to Amanda Hamblin in the Special Education Department at the District Office by the specified due date. You are welcome to send it through district mail or electronically, whichever works best for you, but please only send it one time. If you send it digitally, it is not necessary to send another copy in the district mail.

We are in the process of hiring a new SCRAM secretary. Until we have a replacement, please continue to send your SCRAM documents and reports to Amanda Hamblin at the District Office. When we have someone in place, you will be notified of who the new contact person is for SCRAM.

If you have questions, please contact the Teacher Specialist assigned to your school or Amanda Hamblin at (801) 567-8177. Thank you for your conscientious efforts to complete this critical information. Please remember that special education funding is contingent upon the accuracy of this data.

Attachments:
>   SCRAM Caseload Report Printout (sent to Resource and Cluster Team Leaders only)
>   IEP SCRAM SERVICES form (Revised November 2014)
>   How to Read the SCRAM Report (instructions page)
>   Top 10 Important Points to Remember When Sending in SCRAM Documents