

Intradistrict Communication

DATE: October 7, 2023

TO: Principals
All Special Educators and Related Service Providers

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

SUBJECT: Important Deadline--Please Read Immediately
SCRAM Data Due by the end of day Monday, November 6, 2023
Updating SCRAM for December 1 Funding Count

We are fast approaching our December 1 SCRAM count deadline. Special Education Resource and SCSC Team Leaders will soon receive a SCRAM report via District Mail of all students who are currently receiving services through your school's special education program(s). Please pay special attention to the students with the "SCRAM School" highlighted. 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 scrambled at your location, likely because they came from preschool or a different school in the district. 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 SCSC), it is important that resource teams, SCSC 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 that our timeline is VERY tight. Please only send in SCRAM documents for those students who have an error or need a change or 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.

**All Corrections and SCRAM reports are Due:
By 5:00 p.m. on Monday, November 6, 2023**

VIRTUAL LEARNING:

With the addition of virtual classes or options to our in-person learning, some changes need to be made as far as case managers and Scrams for the students participating in a hybrid model. Enrollment is based on which entity the individual student has more classes with the tie defaulting to the in-person school and is identified in Skyward.

As far as Special Education is concerned, the Scram must be tied to the school the student is enrolled in Skyward. The Case Manager of each student will be based on the school that each student has more special ed classes through. If the case manager is not at the school of enrollment, the scram sent in must still list the enrollment school.

This report reflects students served during the current school year. Carefully review the following:

- The printout reflects the school's current special education caseload. Please check that the names, entry dates, scram school, service patterns, weekly minutes and providers are correct for each student on the printout. If the information is correct for all services provided, put a check mark (✓) in front of the student's name. If the only change that needs to be made is the providers name, please write the correct name in on the report. If all of the student's information is correct on the report, a duplicate copy does not need to be sent.

- If a student being served in special education is not on the SCRAM report, please submit a SCRAM document with the entry date reflecting the date services began for this school year by the end of day Monday, November 6, 2023. If they are not on this printout, they are not on record as receiving services at your school.
- Cross out any students who are not receiving services at your school and submit a SCRAM document with the correct exit date and exit code reason. The exit date is the day after the last day the student receives the services listed. If an exit date is already listed in the SCRAM exit column on the report, a duplicate exit scam does not need to be sent in. Students who are released from services and are still active at your school will continue to appear on the report until the end of the year with the date they were exited from services.
- When changing services for a student throughout the year, the new SCRAM entry date for the new services will be the same as the exit date on the previous scam. Please note that the entry date for a student coming from another school who enters your setting *during the year* is the first date that the student enters the new school (this will be the first date of service). Remember that there should be no delay in services (violation of IDEA and we lose days of funding).
- Please remember 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.
- If you are not aware of a student that is listed on the printout (and the student has not been exited from services), you should follow-up with that student who is now in your building. Sometimes teams are not aware of students who have entered their school and should be receiving services. A SCRAM document should be submitted which either identifies the services the student will receive or which exits the student from services (procedures must be followed for terminating a student from services).
- If the IEP team has changed a student's services, the changes must be documented on the services section of the IEP and a new SCRAM document must be submitted. Remember that parents must be involved in any decision to amend IEP services and must receive a copy of the revised IEP.
- If you are submitting a correction for a scam/entry date already submitted, please write "correction" at the top of the scam document and highlight the services or codes that need to be corrected to be sure it is not assumed to be a duplicate copy of a scam already received. (Remember, if all of the student's information is correct on the SCRAM report, a duplicate scam does not need to be sent in.)
- 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.
- Any SCRAM document submitted must reflect all current IEP services. **Every section of the SCRAM form must be filled out completely** or the student's record cannot be submitted to the State for funding (this includes the student number, school name, classification, all services and amount of time per week, entry/exit dates, environment and regular percent codes, health services, etc.). If information is missing, the record will not be sent to the State for funding counts.
- Please include the correct initials of the provider for each service the student receives every time you send in a scam document for that student. If initials are not on the SCRAM, the provider will be left blank in Skyward and will not appear on the SCRAM report. Additionally, please check to make sure the Skyward student number is correct.
- 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 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 ED, SLI or SLD should not be marked as DLM/alternative testing, as the state does not consider them to have significant cognitive disability. If they do qualify, they will need to be re-classified.

You are welcome to send the SCRAMs and report 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. If the current report is correct as printed, each team member must sign the report, verifying that it is accurate and return it to the Special Education Department at the District Office by the due date. If you have questions, please call the Teacher Specialist assigned to your school.

Reminders:

- Minutes are entered as weekly minutes on SCRAM, even if the minutes are listed as monthly in the IEP. Whatever is listed in the last column on the scam document labeled “Scram Minutes Weekly” is what will be entered into Skyward.
- All SCRAM for preschool aged students is being 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: **CDC at Kauri Sue Hamilton School (KSHS)**.
- Please take note of the date that the report was printed (top right corner) and be aware that if scam documents were sent after the print date, they will not appear on the report, but sending multiple duplicate copies is not necessary and slows the entry process.

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

Funding Implications

Special education funding and, therefore, school staffing/assistant allocations, etc. are contingent upon the accuracy of this data. Your timely and accurate response is critical! Thank you for all your efforts to get us the correct information in a very short time period.

Our SCRAM secretary is Jen Warkentine. She can be reached at Jen.warkentine@jordandistrict.org or 801-567-8207.

Please contact Jen or your teacher specialist with any questions you have.