

# Intradistrict Communication

Date: April 29, 2016

To: Principals  
All Certified Special Education Staff

From: Laura Finlinson, Administrator of Curriculum/Staff Development & Special Programs  
Lisa Robinson, Director of Special Education  
Julie Brown, Program Specialist

Subject: End of Year SCRAM Detail Report

TIME SENSITIVE  
PLEASE READ & RESPOND  
IMMEDIATELY!

**FUNDING IMPLICATIONS**

We are fast approaching our last SCRAM count deadline. It is important that this information be as accurate and current as possible. A year-end final SCRAM report that reflects the SCRAM/IEP Services that have been received from your school to date has been sent to resource and self-contained support class (cluster) team leaders.

Special Education generates funds from this count by *student days in membership* (i.e., how many days they were entered in your program). The *resource or self-contained support class (cluster) team report* should list **all current students**, including primary Guidance and primary Speech-Language students. Please check each student for the following information:

- Check that **all students** served in your program are listed on the report.
- Check that names, SCRAM entry dates, exit dates (if applicable), disability codes, environment codes, regular percents and service patterns are correct. Be sure to identify the provider of each service listed.
- Be sure that entry and exit dates reflect *all* days that the student received services. ***If there is a gap in service dates, we lose days of membership, which directly impacts funding.***
- Students who will continue in the *same school* (advance from grade to grade) or who will move to the 7<sup>th</sup> or 10<sup>th</sup> grade in their *boundary school* will automatically roll-over for the start of the new school year. It is ***not necessary*** to submit an exit SCRAM for these students.
- Current self-contained support class (cluster) students should have been rolled forward to the school they have been assigned to attend. It is ***not necessary*** to submit an exit SCRAM for these students (permit codes were entered by the special education department).
- For students who will continue past the 12<sup>th</sup> grade, the school registrar must flag the student as a ***“Retained Senior”*** in the Graduation/Diploma status field.
- An exit SCRAM must be submitted for any student that has or will age-out or graduate and will not be returning at the beginning of the next school year.
- Be sure to use the appropriate exit codes and dates for any student who has exited the school during the school year. ***If they are not exited appropriately, we will lose days of membership, which directly impacts funding.*** Note that the SCRAM exit date and the school exit date must be the same date.
- If there are any changes to SCRAM information, make sure parents have approved the change and ***submit an updated/corrected SCRAM/IEP Services document*** no later

than the date listed below. Remember that any changes must also be documented on the IEP.

- Note that changes made directly on the printout report without a SCRAM/IEP service page ***will not be accepted*** as it leads to data entry confusion and may result in the student's file being out of compliance. All SCRAM printouts and SCRAM/IEP Services document changes must be received in the Special Education Office **no later than the end of the day on the following dates:**

***Traditional School Deadline: Monday, May 23, 2016***  
***Year-Round School Deadline: Wednesday, June 1, 2016***

***Please note that separate reports have been sent to each resource team AND each cluster team (if applicable).*** SLPs, Guidance Specialists and other itinerant providers will need to work with both special education teams to check and complete the requested information. Since ***one copy*** is being sent per ***“team”*** (i.e., resource **or** cluster), it is critical that the list be checked with other team members within your school. Please do not send multiple copies of the report back. ***Each team member must review and initial the report before returning it to the Special Education Department.***

The SCRAM reports are run alphabetically by current grade. Any corrections must be made on a SCRAM/IEP Services form and sent through the District mail or faxed to SCRAM/Amanda Hamblin at (801) 567-8090.

***Submit any SCRAM changes AND the signed current report(s) to Amanda Hamblin at the District Office. All completed reports and documents must be received in the Special Education Office by the end of the day on the specified due date.***

If you have questions please contact the Teacher Specialist assigned to your school or Amanda Hamblin at (801) 567-8176.

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**Please know that your assistance in completing this information accurately is critical, as it directly impacts Special Education funding!**

**Thanks for being ALL STARS!!!**