

# Intradistrict Communication

Date: April 7, 2025  
To: Principals  
All Certified Special Education Staff  
From: Lisa Robinson, Administrator of Schools  
Kim Lloyd, Director of Special Education  
Re: End of Year SCRAM Detail Report

TIME SENSITIVE  
PLEASE READ & RESPOND  
IMMEDIATELY!  
**FUNDING IMPLICATIONS**

All Special Education providers will receive a copy of this memo to review for year-end SCRAM procedures. Please read it carefully as several items have been modified/updated to include new procedures implemented with our Embrace program. The SCRAM report will be sent to the team leader for each school via District Mail. Once you have read through the memo, use the process you have in place at your school to include all service providers to share the report and make the necessary corrections. Scram reports and corrections are due no later than Friday, May 2, 2025.

**Please work together as a team and only return one copy of the report with all corrections for each school.**

## **NEW PROCEDURE AS OF APRIL 2025:**

**For the remainder of this school year and going forward our procedure will be to submit SCRAM electronically through Embrace only. It is no longer required to continue to submit the paper version. If there are inconsistencies in the submission of Embrace SCRAM we will once again need to implement the paper SCRAM.**

**If you need to make corrections on a SCRAM that has already been submitted, please email Brenda Cruz to unlock the Embrace submission, make those corrections and re-submit the corrected SCRAM.**

**If there are questions regarding submitting SCRAM through Embrace, please reach out to your teacher specialist. Attached is a SCRAM Process Sheet you can refer to as well. Please watch the short instructional video on our Special Education website under Embrace titled "[SCRAM Tutorial](#)" that will walk you through this electronic submission process.**

Submit all SCRAM changes and/or corrections AND the signed SCRAM report to Jen Warkentine at the District Office. If you have questions, please contact the Teacher Specialist assigned to your school or Jen Warkentine at (801) 567-8207 or jen.warkentine@jordandistrict.org.

All SCRAM reports and SCRAM document changes must be received by the  
Special Education Office **no later than**  
***Friday, May 2, 2025***

### **As a reminder when sending year end exit SCRAM:**

**DO send year-end exit scrams for any student who is not returning to Jordan District in the fall including:**

- (1) all graduating seniors
- (2) students going to Charter/Private Schools next year
- (3) students moving from district boundaries

**DO NOT send year-end exit scrams for any student who is:**

- (1) leaving your school, but attending a different school in the Jordan District next year
- (2) students moving on to kindergarten, 7<sup>th</sup> grade, 10<sup>th</sup> grade or one of our special schools as a retained senior
- (3) students being moved to a self-contained support classroom in a different school within Jordan District

We are fast approaching our last SCRAM count deadline. It is important that this information be as accurate and current as possible. A 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) 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 programs are listed on the report.
- Check that names, SCRAM entry dates, exit dates (if applicable), SCRAM serving school, disability codes, environment codes, regular percents and service patterns are correct and identify the provider of each service listed. Service minutes on paper SCRAM should be listed as **weekly**, not monthly.
- 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.***
- Keep in mind that students who exited to regular placement, but are still active in your school will still appear on the report because they received services at some point during the year. As long as there is an exit date in the “SCRAM Exit” column and an “A” in the “Exit Code” column, they are considered exited from services and a duplicate exit scam does not need to be submitted. These students are not included in your counts.
- Students who will continue in the *same school* (advance from grade to grade) or who will move on to Kindergarten, 7<sup>th</sup> or 10<sup>th</sup> grade at their ***boundary school or a school within Jordan District*** will automatically roll-over for the start of the new school year. Please do not submit an exit SCRAM for these students. Entry scrams will be submitted to correct services at the beginning of the new year.
- Current self-contained support class (cluster) students will be rolled forward to the school they have been assigned to attend next year. Please do not submit an exit SCRAM for these students (permit codes were entered by the placement specialist/special education department).
- For students who will continue past the 12<sup>th</sup> grade (i.e. students going on to South Valley and/or Kauri Sue Hamilton School), the school registrar must flag the student as a ***“Retained Senior”*** in the Graduation/Diploma status field. Please do not submit an exit SCRAM for these students.
- **An exit SCRAM must be submitted for any student that has or will age-out or graduate and/or will not be returning to a Jordan District school 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.
- Remember that any changes must be documented on the IEP in Embrace as well as changing the SCRAM document. If there are any changes to SCRAM information, ***submit an updated / corrected SCRAM*** no later than the date listed below.
- Changes written directly on the printout report without an accompanying SCRAM document ***will not be accepted*** as it leads to data entry confusion and may result in the student’s file being out of compliance. The only exception is the provider name, which can be written in on the report.
- Please take note of the date that the report was printed (top right corner) and was current with everything received as of the print date. If SCRAM documents were received in our office after the print date, the changes will not appear on the report.
- **Please do not send entry scrams for students for next school year.** These should be sent with the SCRAM report that is sent at the beginning of each school year. If received, they will be returned for you to keep track of until the beginning of the year.

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