Top 10 Important Points to Remember
When Sending in
SCRAM Documents

ENTRY / EXIT

- The entry date is the first day of services for the current SCRAM, not necessarily when the student entered the school.
  - It could be the first day of school <u>or</u> a day during the year that services were amended or an IEP was held.

- The exit date should be entered on the old SCRAM that is being exited, not the new SCRAM being entered.
  - A SCRAM document with only the students name and an exit date, but no service information, is not considered an appropriate exit SCRAM and will be returned. Please ensure that ALL documents are filled out completely with all services and codes included.

- The exit date on the old SCRAM being exited and the entry date on the new SCRAM being entered must be the **same date**. This prevents loss of daily membership. The two SCRAMs should be attached and sent in together.

- Students who have been exited to regular placement, but still attend your school will still appear on your SCRAM report throughout the year. Duplicate exit SCRAMs do not need to be sent in. They are considered exited from your program as long as an exit date is listed in the "SCRAM Exit" column on the report.

MISCELLANEOUS

- Please send SCRAM documents throughout the year as you do IEPs and amendments. Saving them up creates huge backups with entry and causes problems when questions arise. It also ensures that records are up to date and correct.

- Remember that SCRAM for ALL students receiving services through preschool need to be sent to the CDC at Kauri Sue Hamilton School.

MAKING CHANGES

- When correcting services on the SCRAM reports, please pay attention to the service dates. Note that all services that were provided throughout the year will appear on the report, but only the most current services are considered active.
  - Example: If a student received resource and speech services from August-November but a new SCRAM was sent in to change services to resource only on November 15th, when the December report comes out and shows that speech was received at the beginning of the year, a duplicate SCRAM does not need to be sent in showing that speech is no longer received. The student will continue to show two groups of services, one with resource and speech, and one with resource only. The most current, resource only, is the active service and is the one that we are concerned with.

- When entering weekly minutes for SCRAM in the last column (labeled "SCRAM Min. Weekly"), please enter the minutes the student receives WEEKLY, not monthly. Minutes are entered into Skyward from this column and whatever is listed here is what is entered.

- Students who are 5 years old need to be marked with the Early Childhood environment code "F" or "C" until they turn 6. After they have turned 6, on all subsequent SCRAMs submitted, their environment code will need to be marked as the School-Age code of "V". It is no longer necessary to submit a SCRAM on the students 6 birthday to make this change, as this will now take place internally.

  The State has recently changed the rules for this section. All students who are not in preschool should now be marked with the School-Age code of "V" as their environment code as soon as they start kindergarten regardless of their age. Preschool students will still use the other environment codes.

- Students with the disability code of "DD" must have this changed sometime before their 8th birthday. If this is not done by the student's birthday, funding is lost for the student until the disability is changed.