

# JSD SCRAM Process Help Sheet

## Initial Entry into SpEd OR JSD

1. Click Enrollment Tracking
  - Enter the Date, Action, Reason, and Receiving District
    - Action “Enter IEP” > Initial IEP
    - Action “Enter IEP” > Transfer In > Transfer into (your school name).
2. After the IEP has been held, click the blue ‘Make Active IEP’ button.
  - This locks and activates the IEP.
3. Click the blue ‘Submit IEP’ button.
  - Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only).

## Exiting SpEd or JSD

1. Click Enrollment Tracking
  - Enter the Date, Action, Reason, and Receiving District (if known).
2. If the student is returning to regular placement.
  - A Change of Placement meeting needs to be held.
3. Click the blue “Submit IEP” button
  - Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only)

**Please make sure the SCRAM is submitted ASAP after the meeting.**

If you have any questions please reach out to your teacher specialist.

## Annual IEP

1. Click the blue ‘Make Active IEP’ button.
  - This locks and activates the IEP.
2. Click the blue ‘Submit IEP’ button.
  - Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only)

## Amendments

1. If you make a change on the Service & Placement page, click the blue ‘Submit IEP’ button. Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only)
  - If there was not a change to the Service & Placement page, you do not need to submit the IEP.