JSD SCRAM Process Help Sheet

2/2025

Initial Entry into SpEd OR JSD OR Into Your School

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. Check the digital SCRAM on Embrace for accuracy
 ▪ In the event, go to the blue 'Print Forms' button.
 ▪ Click 'Print Scram' and double-check to make sure all the information is correct.

3. Click the blue ' Make Active IEP' button.
 ▪ This locks and activates the IEP.

4. Click the blue 'Submit IEP' button.
 ▪ Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only).
 ▪ A paper SCRAM still needs to be sent in via MoveIT or district mail to Jen or Merrie.

Exiting SpEd or JSD

1. Click Enrollment Tracking
 ▪ Enter the Date, Action, Reason, and Receiving District (if known).

2. Click the blue "Submit IEP" button
- Submit Conference to Jen Warkentine or Merrie Allen (Pre-K only)

3. If the student is returning to regular placement
- Team Leader goes into Student Info and unchecks IEP (under programs)

4. A paper SCRAM still needs to be sent in via MoveIT or district mail to Jen or Merrie.

Please make sure the SCRAM is sent in within a week of the meeting.

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

Annual IEP

1. Check the digital SCRAM on Embrace.
 ▪ In the event, go to the blue 'Print Forms' button.
 ▪ Click 'Print Scram' and double-check to make sure all the information is correct.
 ▪ Save the page, you do NOT need to print the page.

2. Click the blue ' Make Active IEP' button.
 ▪ This locks and activates the IEP.

3. Click the blue 'Submit IEP' button.
 ▪ This will send the digital SCRAM to Jen Warkentine or Merrie Allen.
 ▪ A paper SCRAM still needs to be sent in via MoveIT or district mail.