

Intradistrict Communication

DATE: September 2, 2026

TO: Elementary Principals

FROM: Lisa Robinson, Administrator of Schools
Brian King, Director of Special Education

SUBJECT: PreK to Kinder IEP Update

It has come to our attention that some incoming kindergarten students who previously attended preschool are not appearing on the Acadience testing lists.

To ensure these students are added correctly, an IEP meeting must be held by Friday, September 18, to update the student's IEP goals and the Service and Placement page. A new SCRAM should then be submitted to Jen Warkentine. Submitting the SCRAM will ensure the student is added to the Acadience testing list.

If an IEP meeting was already held during the last couple of weeks of school in collaboration with the kindergarten resource team:

The kindergarten team should complete the following steps:

1. Amend the IEP to update the environment code from Preschool to V – Regular School Setting.
2. Update the Case Manager on the Student Info page.
3. Submit a new SCRAM to Jen Warkentine.

Completing these steps will help ensure the student's records are updated appropriately and that they are included on the Acadience testing list.

Please reach out to your teacher specialist if you have any questions or need help with this process.