Intradistrict Communication

DATE: July 17, 2018

TO: Principals
             All Special Educators and Service Providers

FROM: Dr. Anthony Godfrey, Associate Superintendent
             Kim Lloyd, Director of Special Education

SUBJECT: SCRAM for 2018-19 School Year

> **TIME SENSITIVE:**
> PLEASE MAKE SURE TO USE THE
> CURRENT VERSION OF THE IEP
> SCRAM SERVICES FORM
> (NOVEMBER 2014)

Special Education Team Leaders (Resource and Cluster) have received a printout report of all students who should be receiving services in the school's special education program(s) at the start of the 2018-19 school year (included with this memo). All team members/service providers need to verify each student on this list as correct, changed, deleted, and/or incomplete. It is important to verify **every** student. The following due dates will apply:

Year Round Tracks A, B & C: Friday, August 10, 2018
Year Round Track D: Friday, August 31, 2018
Traditional: Friday, September 7, 2018

Please use the following to verify the SCRAM printout:

Check mark (√) in front of the student's name

If **all** information is correct (i.e., the student is current in your school **and** receives the same special education/related services, **and** the service minutes are the same as the previous school year), then put a check mark in front of the student's name. The SCRAM document must match the students active IEP.

If the provider name is the only change, you may make the correction on the printout and (√) that the information is correct in front of the student's name. ALL other changes must be submitted on a new IEP SCRAM SERVICES document as outlined below.

Cross out the student's name

If the student is no longer receiving special education services in your school or if the student has moved from your school or services are being discontinued, 1) cross out the student's name and 2) submit the appropriate SCRAM documentation for exiting a student from services (exit date and exit reason code).

Complete a new IEP SCRAM SERVICES document -- make sure you are using the revised November 2014 version (attached).

If the student is new to your program (new move in, or newly classified), **OR** if the student is listed on our SCRAM printout, but the services have changed in some way (changes in the actual service or the time allotted to that service), the IEP must be revised and a new **IEP SCRAM SERVICES document** must be completed.

Note: A template of the current IEP SCRAM SERVICES (Revised November 2014) form is attached and posted on the Special Education Website. Make sure you are using this form. Please print a copy of the IEP SCRAM Services document and submit it to the SCRAM input person at the District Office. You may keep either an original or electronic copy of the SCRAM document on your computer or keep a separate file of original printed SCRAM documents for your current year's students. You do not need to file these in the individual student's IEP file.

Once the IEP Services Section is revised and a new **IEP SCRAM SERVICES document** is completed, send a *copy of the revised IEP* to the parents (make sure they have been involved in any changes, and their involvement is documented, as they are members of the IEP team). Send a copy of the revised IEP SCRAM Services document to the District Office.

Team members should note the following:
- Students are automatically rolled forward to the boundary school for the new school year (i.e. grade level changes within a school, transitions from preschool to kindergarten, 6th to 7th and 9th to 10th) unless the student has been assigned to a different location and a permit code has been entered for that location (e.g., cluster students). Please check each student on the printout and make sure the school location and service information is accurate.

- The entry date for year-round students should be the first day of the year-round school year (July 25, 2018) regardless of the student's track assignment. The SKYWARD system will account for the student's track assignment. The entry date for traditional students should be the first day of the traditional school year (August 21, 2018).

- Please remember that students classified as Developmentally Delayed (DD) must be re-classified **prior** to their 8th birthday (regardless of the 3 year re-evaluation due date). Students who maintain a DD classification after their 8th birthday **cannot** be submitted for funding.

- All students who are ages 3-5 must be reported using Early Childhood Environment Codes. This includes kindergarten students who are age 5. In the past, on the student's 6th birthday, teams have been required to submit a new SCRAM document to make this change. Beginning this year, this change will be made internally. Keep in mind when submitting scrams for theses students that if they are five years old when sending in a SCRAM document you will need to mark the Early Childhood Environment Code, but if they have turned six by the time you send in the next SCRAM, you will need to change the environment code to the School-age code.

- All SCRAM for preschool aged students are being submitted through the Child Development Center at Kauri Sue Hamilton School. If you see preschool aged students for any services at your school, please send SCRAM for these students to Bekkah Friant at Kauri Sue Hamilton CDC.

- Please remember the rule for submitting exit dates: The exit date is the **day AFTER** the last day the student receives the services listed on a SCRAM document. The new SCRAM entry date will be the **same as the exit date**. Errors in exit and entry dates can result in a loss of days counted and loss of funding. When exiting and re-entering scram for students, the exit date goes on the old scram showing the services being exited and the entry date goes on the new scram showing the new services being entered.

- Please make sure to indicate, with a check mark, at the top of the SCRAM document, if the student will be taking the DLM instead of the SAGE as per the IEP. Make sure you are using the form with this checkbox in the top, right corner! (November 2014 version)

Each resource team and each cluster team (if applicable) will receive a separate report. Resource teams, cluster teams, SLPs, Guidance Specialists and other itinerant providers will need to work together to check and complete the requested information. Since a separate copy is being sent per "team" (i.e., Resource and Cluster), it is important that you check the list with other team members within your school. **Each team member must review and initial the report (sticker) before returning it to the Special Education Department. Please only return the original report with all signatures, not multiple copies of the report.**

Also attached are instructions for reading the SCRAM report and for completing the IEP SCRAM SERVICES document. **The deadlines for returning all corrected information and/or new SCRAM information are listed below:**

> **Year Round Tracks A, B & C: Friday, August 10, 2018**
> **Year Round Track D: Friday, August 31, 2018**
> **Traditional: Friday, September 7, 2018**

Please return the scram report with any SCRAM documents that are submitted. The printout report and any SCRAM documents should be returned to Amanda Hamblin in the Special Education Department at the District Office by the specified due date. We recognize that the timeline for submitting this required information is short, but **all data must be entered on the system by October 1 for submission to the Utah State Office of Education.**

If you have questions, please contact Amanda Hamblin at (801) 567-8176 or the Teacher Specialist assigned to your school. Thank you for your conscientious efforts to complete this critical information. **Please remember that special education funding is contingent upon the accuracy of this data.**

Link to current SCRAM form: http://specialed.jordandistrict.org/files/SCRAM.pdf

Attachments:
        SCRAM Caseload Report Printout (sent to Resource and Cluster Team Leaders only)
        IEP SCRAM SERVICES form w/ Regular Percent Calculation (Revised November 2014)
        How to Read the SCRAM Report (instructions page)
        Top 10 Important Points to Remember When Sending in SCRAM Documents