

Intradistrict Communication

DATE: July 17, 2019

TO: Principals
All Special Educators and Service Providers

FROM: Lisa Robinson, Administrator of Schools
Kim Lloyd, Director of Special Education

SUBJECT: SCRAM for 2019-20 School Year - October 1 Count

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 (included with this memo) of all students who should be receiving services in your school's special education program(s) at the start of the 2019-20 school year. All team members and service providers need to verify each student on this list as either correct, changed, exited/moved, and/or incomplete. Since a separate copy is being sent per "team" (i.e., Resource and Cluster), it is important that resource teams, cluster teams, SLPs, Guidance Specialists and other itinerant providers work together to check and complete the requested information. It is important to verify **every** student. Each team member must review and initial the report (sticker) before returning it to the Special Education Department. **Please only return the one original report with all signatures and updated SCRAM documents, please do not send in multiple copies of the report.** The following due dates will apply:

Year Round: Friday, August 30, 2019
Traditional: Friday, September 6, 2019

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 currently enrolled in your school **and** receives the same special education/related services and minutes listed on the report), then put a check mark in front of the student's name. The SCRAM document must match the student's active IEP. **Please remember that minutes shown on the report and on the SCRAM document should be listed as the average weekly minutes, not monthly minutes the student receives.** Whatever minutes are listed on the last column of the SCRAM document labeled "SCRAM Min. Weekly" is what will be entered into Skyward.

If the provider name is the only change needed, 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 SCRAM 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 (enter exit date and exit reason code on the current scam).

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

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

Once the IEP Services Section is revised and a new SCRAM 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) and send a copy of the revised SCRAM document to the District Office.

Note: A hard copy template of the current SCRAM document (Revised November 2014) is attached with this memo and a digital copy is posted on the Special Education Website. Make sure you are using this form and not an older copy. You may download a digital version of the SCRAM document to your desktop to use as your template and SAVE AS to make changes much easier.

You do not need to file the SCRAM documents in the individual student's IEP file, but an ongoing file needs to be maintained of all students that have received services at any time during the current school year. You may keep either an 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. At the end of the year you can then shred the SCRAM forms for the students that are no longer receiving services or attending your school.



Team members should note the following:

- Students are automatically rolled forward to their boundary school for the new school year (i.e. grade level changes within a district, transitions from preschool to kindergarten, 6th to 7th and 9th to 10th and boundary changes within the district) or if 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 are accurate.
- The SCRAM entry date for year-round students should be the first day of the year-round school year (**July 25, 2019**) regardless of the student's track assignment, which the SKYWARD system will account for. The SCRAM entry date for traditional students should be the first day of the traditional school year (**August 19, 2019**). **This is also the day that services should begin**, with the exception of itinerant services, which will begin one week after the first day of school. (Please refer to the memo dated May 1, 2019). Regardless of whether student's services include resource or itinerant services only, **the SCRAM entry date for the beginning of the year should still be the first day of school.**
- 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 Code (F). 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. This change is now made internally. Keep in mind when submitting a SCRAM document for these 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, but it is no longer necessary to send in a new SCRAM to make the change on their 6th birthday.
- 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 procedure 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 bottom of 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 as per the IEP. Make sure you are using the form with this checkbox in the top right corner. (November 2014 version)

The deadlines for returning SCRAM reports and all corrected information and/or new SCRAM information are listed below:

Year Round: Friday, August 30, 2019

Traditional: Friday, September 6, 2019

The report and all SCRAM documents (except preschool) 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 into Skyward 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.**

Attachments:

SCRAM Caseload Report Printout (sent to Resource and Cluster Team Leaders only)

IEP SCRAM SERVICES form (Revised November 2014)

How to Read the SCRAM Report (instructions page)

Top 10 Important Points to Remember When Sending in SCRAM Documents