

Intradistrict Communication

DATE: May 13, 2020

TO: Principals
All Certified Special Education Staff

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

SUBJECT: Year-End Checkout for Traditional Schools/Year-Round Schools

The items listed below need attention as you prepare to close out the 2019-20 school year. **Any questions or concerns that arise should be directed to your school's Teacher Specialist for clarification.**

1. TRANSFER OF STUDENT FILES

All files to be transferred within the District must be hand-delivered to the receiving school. **All files must be in compliance before they are transferred.** Teams should use the **File Review Checklist** to verify that files are in compliance (attached). Files must be given to the receiving special education team and not left with the receiving school's secretary or in a closet or vacant room. Medicaid logs must be placed in the special education file (SLP, OT, PT, Guidance).

- **Traditional schools** will keep files separated and in a locked cabinet until schools are open and files can be transferred. When possible make arrangements with the receiving schools to transfer files.
- **Year-round schools** will keep files separated and in a locked cabinet until schools are open and files can be transferred in July. When possible make arrangements with receiving schools.
- **This includes all Preschool files.**
- **New Middle School** files are to be arranged with your teachers specialist to be brought to the district office. A sign-up sheet for times and dates will be sent out for the last week of school.
- **New Elementary School** files should be kept separated and in a locked cabinet until schools are open and files can be transferred. When possible make arrangements with the receiving schools to transfer files.
- **Student Lists (for resource teachers)** should be given to incoming schools so that teachers know who will be coming to their schools in the fall and have knowledge of areas of eligibility. Please contact your teacher specialists with questions. Keep in mind Self-Contained Support Classrooms will not have a full student list until August.
- **Inactive Files** will be kept separated and in a locked cabinet until schools are open and files can be transferred in July. When possible make arrangements with receiving schools.

Please remember that IEPs due prior to **October 15, 2020** must be updated by the sending school before being delivered to the receiving school. Please keep in mind that re-evaluations cannot be completed until soft closure restrictions are lifted and when they are lifted let's keep in mind that we are all working to update re-evaluations together.

The **Transfer of Special Education Files** form (attached) must be used for all files being transferred.

2. IEP SERVICES/SCRAM INFORMATION

All IEP Services/SCRAM information must be **current and accurate**. Be sure to use the appropriate SCRAM form. Remember SCRAMs should not be altered without an IEP team decision.

Reminder: Progress Reports must be provided to parents when students receive report cards.

3. YEAR-END SUMMARY

Please complete a year-end summary on any students leaving the program or school, or on **all** students in the event that you will not be returning to the same school. There are sample copies of Progress Summary pages for self-contained and resource classrooms under the Logs subject heading located on the Special Education website.

Exit Summary Reports are required for all high school and post-high school students who are exiting the system and are no longer eligible for special education services. There are templates of the year-end reports on the Special Education website.

4. LOCATION OF STUDENT FILES

The records manager must determine the location of all files within a school. Please be sure that your principal is aware of the location of all special education files, that all filing cabinets are locked, and keys are appropriately tagged. Occasionally, the need arises for district staff to have access to student files during the summer and off-track times. To facilitate this please place a set of file cabinet keys in a sealed envelope, labeled as special education file keys, and store it in your team leaders mail box at the school. This should make it easier to find the key if a file needs to be picked up in the summer.

Please fill out the attached **Summer Location Form** indicating the location of all files. For the keys you can mark other and write the name of the person's box in which the keys can be found. **Complete the form as a team and submit one form per school** to Debbie Fairbourn at the District Office Special Education Department by the following date:

- **Traditional schools – Friday, June 5, 2020**
- **Year-round schools – Friday, June 5, 2020**

5. NEW TEACHER MATERIALS AND UATT LIBRARY

Loaned materials from the New Teacher Professional Library must be returned to Susan Sudbury. Please email Susan (susan.sudbury@jordandistrict.org) to make arrangements for material return. The deadline for returning materials is as follows: Again make arrangements with Susan Sudbury.

- **Traditional schools – Friday, June 5, 2020**
- **Year-round schools – Friday, June 5, 2020**

All AT/UATT, PT/OT equipment should be returned at the same time that all general materials are returned such as Chromebooks. Your principal will have a schedule of when students will be returning Chromebooks and other materials, please work with your building administrator to ensure that all special education equipment and materials are returned as well. For UATT equipment, regardless of whether or not a student needs an iPad at home, over the summer, or for ESY, ALL iPads need to be checked back in for updates. After being updated, parents will be able to pick up iPads at the ASB on **Monday, June 15, 2020**. Devices needed for ESY will be delivered directly to the school. If any student will need equipment in order to access services extensions, this can be granted. Please work with your teacher specialist on any extensions. Contact Mark Gardner at 801-567-8650 and your OTs/PTs so they know when equipment will be in the buildings and arrange for materials and equipment to be returned to the Auxiliary Services Building.

Please work with your teacher specialist on needed equipment for ESY. Some may be left with students who qualify in case ESY is online, or can be returned if ESY is in buildings.

6. TEXTBOOKS, EQUIPMENT, AND FURNITURE INVENTORY

Please update inventory and submit it to your principal according to the due date required at your school.

7. TESTING MATERIALS PROCEDURE –LEAVING DISTRICT or REQUESTING NEW

Guidance staff members who will not be employed by Jordan District for the 2020-2021 school year must return all testing and inventory materials to Cheryl Powell. Call Cheryl at 801-567-8128 or email her at (cheryl.powell@jordandistrict.org) to arrange a time for returning materials. Remember, Cheryl is now located at the District Office building, not at the ASB.

SLPs return all **testing** materials to Cheryl Powell.

- Please call or email Cheryl at 801-567-8128 (cheryl.powell@jordandistrict.org) to arrange a time for returning testing materials.
- All of your materials and supplies stay at the school because they are the property of JSD.

A **Jordan School District Testing Materials Request Form** is attached for next year. Please complete as a team and return it to Terri Klein in the Guidance Dept. by the following date:

- **Traditional schools - Friday, June 5, 2020**
- **Year-round schools - Friday, June 5, 2020**

8. SUPPLIES & MATERIALS FOR STAFF TRANSFERRING BETWEEN SCHOOLS

Special educators transferring to schools within Jordan District

- Programs and Materials Purchased by the School
 - Materials stay at the school
- Materials Purchased with Special Education Budget
 - Materials stay at the school unless the next special educator does not intend to use them and the principal approves the transfer. Specific curriculum programs remain at the school.
- Materials Purchased with Utah State Office of Education Grant Monies
 - Follow USOE guidelines. In most cases, the materials stay at the school.
- Materials Purchased with Legislative Monies

- Follow legislative guidelines. Generally, materials can be transferred with the educator, as long as the educator remains in Jordan School District.
- If the educator leaves Jordan School District, the materials remain at the school.

If the principal approves the transfer of materials/supplies to another setting, the educator must submit a list of the materials transferred to the Special Education Teacher Specialist assigned to the school.

9. REQUISITIONS and REIMBURSEMENTS

When submitting requisitions, follow Skyward procedures. **Remember that budgets are not carried over from one year to the next.** Requisitions for the 2020-21 school year can be entered beginning **May 18, 2020.** Keep in mind that new purchase orders/requisitions for Jordan School District will not be processed until after **July 1, 2020** when all of the current year's budgets have been closed out. **All requisitions should be routed to Debbie Fairbourn in the Special Education Office.** The **Special Education Budget Allocation Information** will be provided prior to the start of the new school year.

Please note that reimbursements from federal monies for cash, gift cards or entertainment purposes (e.g., movie tickets, admission fees, etc.) are **not** allowed.