

# Intradistrict Communication

DATE: May 15, 2018

TO: Principals  
All Certified Special Education Staff

FROM: Laura Finlinson, Admin of Curriculum/Staff Development & Special Programs  
Lisa Robinson, Director of Special Education  
Julie Brown, Program Specialist  
Courtney Titus, Program Specialist

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

The items listed below need attention as you prepare to close out the 2017-18 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** must transfer files by **Wednesday, May 23, 2018.**
- **Year-round schools** must make arrangements with receiving schools. All files going to traditional schools must be in receiving schools by **Thursday, August 16, 2018.**
- **This includes all Preschool files.**

All **inactive files** should be transferred to the school the student will or would attend next year.

Please remember that IEPs and re-evaluations due prior to **October 15, 2018** must be updated by the sending school before being delivered to the receiving school.

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.

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, May 25, 2018**
- **Year-round schools – Friday, June 15, 2018**

### 5. NEW TEACHER MATERIALS AND UAAT LIBRARY

Loaned materials from the New Teacher Professional Library must be returned to Michelle Chavez. Please email Michelle ([michelle.chavez@jordandistrict.org](mailto:michelle.chavez@jordandistrict.org)) to make arrangement for material return. The deadline for returning materials is as follows:

- **Traditional schools – Thursday, May 17, 2018**
- **Year-round schools – Friday, June 8, 2018**

The UAAT team will begin picking up materials on the following dates:

- **Traditional schools – Thursday, May 24, 2018**
- **Year-round schools – Monday, June 18, 2018**

Contact Jodilyn Beck at 801-567-8421 or Amelia Donars at 801-567-8652 to make arrangements for dropping off loaned materials at the Auxiliary Services Building. After inventory is completed, items will be available for check out for year-round schools and ESY.

### 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 2018-2019 school year must return all testing and inventory materials to Cheryl Powell. Call Cheryl at 801-567-8128 to arrange a time for returning materials.

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

- Please call Cheryl at 801-567-8128 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 Cheryl Powell by the following date:

- **Traditional schools - Friday, May 25, 2018**
- **Year-round schools - Friday, June 29, 2018**

## 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 2018-19 school year can be entered beginning **May 18, 2018**. Keep in mind that new purchase orders/requisitions for Jordan School District will not be processed until after **July 1, 2018** 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.