



News 4 You

Volume 1

Issue Topic: SpEd Forms Tips

October 18, 2016

Tips/Notes for SpEd Forms

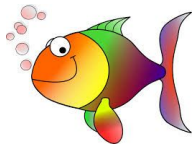
Information Network

Check out the West Central Education District website: wced6026.org **Info Network** tab for guides on numerous topics including:

- 14 day calendar examples
 - 30 day Due Process calendars
 - Child Specific Para Support
 - How to Edit Specific Services
 - Team Member Excusal
 - IEP Agendas
 - Documenting Native Language ASD Requirements
- And more!

~ FISH ~

"I'm convinced that life is 10% what happens to me and 90% how I react to it."
~Chuck Swindoll



"Children want the same things we want. To laugh, to be challenged, to be entertained and delighted."~ Dr. Suess

New ER- Don't Lose Data!

When starting a new ER, the case manager should be the one to start the new ER instead of a related service provider. If a related service provider is not sure double check with the case manager to make sure otherwise your data will be lost. Communication is key!!!

NEW ER FORMAT!!

Starting immediately, all ERs should use the new local template format which moves all test data to the end of the ER. Select SUMMARY FIRST ER TEMPLATE from the Local ER Template Menu (at the bottom). All components are still included, just in a more parent friendly order. If you have questions, please ask your SpEd Forms Local Contact and/or your School Psych.

Finalize and File

A requirement for all case managers is to ensure ALL documents are Finalized so they are in History AND making a copy for the student's cum file. As IEPs are due this year, make sure everything is FINALIZED and FILED- see Info Network for steps.

Progress Reports

Make sure all team members have completed their part of the Progress Report before finalizing and printing/sending progress reports!

What to Report at ER Mtg?

Based on the needs of the parents, frame your test data in the following format:

1. What test/s was given?
2. Why was it given?
3. What did you learn by administering the test? Share 3-5 highlights in parent friendly terms.