

Intradistrict Communication

DATE: August 1, 2024

TO: Principals
All Special Educators and Service Providers

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

SUBJECT: SCRAM for 2024-25 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 will soon be receiving a SCRAM report via District Mail of all students who should be receiving services through your school's special education program(s) at the beginning of the 2024-25 school year. Please read this Memo carefully as several items have been modified/updated to include new procedures implemented with our new Embrace program. Once you have read through the memo, use the process you have in place at your school to include all service providers to share the report and make the necessary corrections. It is important to verify every student on the report. Scram reports and corrections are due no later than Monday, September 9, 2024.

Please work together as a team and only return one copy of the report with all corrections for each school.

NEW PROCEDURE:

For the 2024-25 school year our procedure will be to submit SCRAM electronically through Embrace AND continue to submit the paper version as we have been doing. This will ensure that our system is consistent and our reporting is correct. By working together through this process, we should be able to ensure we have enough data to determine if we can just use the Embrace SCRAM system the following year.

Please be sure to submit SCRAM within one week of holding an IEP meeting or making changes.

****Please watch the short instructional video on our Special Education website under Embrace titled "SCRAM Tutorial" that will walk you through this new electronic submission process. If you have further questions, contact your teacher specialist and they can help you with this new process.**

Submit all SCRAM changes and/or corrections (except preschool age which go to the CDC at Kauri Sue Hamilton School) AND the signed SCRAM report to Jen Warkentine at the District Office. If you have questions, please contact the Teacher Specialist assigned to your school or Jen Warkentine at (801) 567-8207 or jen.warkentine@jordandistrict.org.

All SCRAM reports and SCRAM document changes must be received by the
Special Education Office **no later than**
Monday, September 9, 2024

Please send new SCRAM for any students in the following circumstances:

- (1) students going from Preschool to Kindergarten- including those seen for speech only at the same location during preschool. They are still scrambled as preschool students at this point and need a change of placement.
- (2) Kindergarten to 1st grade may require service adjustments due to going from half-day to full-day
 - (3) ALL 6th to 7th grade students
 - (4) ALL 9th to 10th grade students
- (5) boundary changes within the district or students moving or permitting to a different school then they attended last year
- (6) new schools opening- Newly opening schools need to send a new SCRAM for EVERY student on their caseload
- (7) students assigned to a different location then their boundary school, and a permit code has been entered for that location (self-contained support class students or those on permit)

Use the following to verify the SCRAM printout:

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

If **all** information is correct (the student is currently enrolled and scrambled at your school **and** receives the same special education/related services and minutes listed on the report), put a check mark in front of the student's name. The SCRAM document must match the student's active IEP.

If the provider's name is the only change needed, you may make the correction by writing it in on the printout and ✓ that the information is correct in front of the student's name. You do not need to submit a new scam if the only change is the provider'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 at your school, the student has moved from your school or services are being discontinued, cross out the student's name and if necessary, include an exit scam. If the student was coming from a different school but never showed, note on the report that the student is a no-show.

The SCRAM entry date for all students starting school at the beginning of the year should be the first day of the traditional school year, **August 20, 2024**. This is also the day that resource services should begin. Itinerant services 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.** This includes kindergarten students who start a week later than the other grades. If the correct entry date is not on the SCRAM, we will lose membership days for these students and our funding will be affected.

Please make sure to indicate with a check mark, at the top of the SCRAM document, if the student will be taking the DLM/alternative assessment testing as per their IEP. Make sure you are using the form with this checkbox in the top right corner. (November 2014 version) Additionally, please keep in mind that students classified as BD, CD or SLD should not be marked as DLM/alternative assessment testing, as the state does not consider them to have significant cognitive disability. If they do qualify, they will need to be re-classified.

We realize our timeline is VERY tight, but all corrections must be entered in Skyward before the state's Oct. 1 deadline. Please do not print out SCRAM for your entire caseload and send in all of them. Only send in SCRAM for those students who have an error or need a change or a correction in services, not those on the report that are already correct. The service provider can be changed on the report without sending in a new scam document by crossing out the current provider and writing in the new one. This is the only change that can be made without sending in a new SCRAM document.

Please only return the one original report with all corrections and updated SCRAM documents, please do not send in multiple copies of the report.

The Entry Date on new SCRAMS for all students starting the new year should be August 20, 2024. When submitting corrected SCRAM from this report, please use this date for ALL students.

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

Monday, September 9, 2024

If you have questions, please contact the Teacher Specialist assigned to your school or Jen Warkentine at (801) 567-8207. 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.