

Intradistrict Communication

Date: April 06, 2026

To: Principals
All Certified Special Education Staff

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

Re: Year End SCRAM reports due
Important Deadline--Please Read Immediately

All Special Education providers will receive a copy of this memo to review for year-end SCRAM procedures. Please read it carefully as several items have been modified/updated to include new procedures implemented with our Embrace program. The SCRAM report will be sent to the team leader for each school via District Mail. 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. Each team member must initial the report confirming they reviewed it. **Please work together as a team and only return ONE copy of the report with all corrections for each school.** Scram reports and corrections are due no later than Friday, May 1, 2026.

NEW PROCESS FOR CHANGES/CORRECTIONS:

Mark/Add changes and/or corrections ON the SCRAM report, sign it, and return to Jen Warkentine at the District Office. Do not Submit IEP (SCRAM) through Embrace for corrections. Jen will verify the changes on the report and contact you if further action needs to be taken. Preschool/CDC, please refer to Merrie Allen for procedures. If you have any questions, please contact the Teacher Specialist assigned to your school or Jen Warkentine, jen.warkentine@jordandistrict.org.

All Corrections and SCRAM reports are Due: By 5:00 p.m. on Friday, May 01, 2026

As a reminder when sending year end exit SCRAM:

DO submit year-end exit SCRAM and complete Enrollment Tracking in Embrace, for any student who is not returning to Jordan District in the fall including:

- (1) All graduating seniors and students aging out
- (2) Students going to Charter/Private Schools next year
- (3) Students moving from district boundaries

DO NOT submit year-end exit SCRAM for any student who is:

- (1) leaving your school, but attending a different school in the Jordan District next year
- (2) students moving on to kindergarten, 7th grade, 10th grade, or one of our special schools as a retained senior
- (3) students being moved to a self-contained support classroom in a different school within Jordan District

DO NOT submit IEP/entry SCRAM for students for next school year. Any changes to the IEP should be submitted at the beginning of each school year.

We are fast approaching our last SCRAM count deadline. It is important that this information be as accurate and current as possible. A SCRAM report that reflects the SCRAM/IEP Services that have been received from your school to date has been sent to resource and self-contained support class (SCSC) team leaders.

Funding Implications

Special education funding and, therefore, school staffing/assistant allocations, etc. are contingent upon the accuracy of this data. Your timely and accurate response is critical!

The *resource or self-contained support class (SCSC) report* should list ***all current students***, including primary Guidance and primary Speech-Language students. This report reflects students served during the current school year. Carefully review the following:

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

- Check that ***all students*** served in your programs are listed on the report.
- Check that names, SCRAM entry dates, exit dates (if applicable), SCRAM serving school, disability codes, environment codes, regular percents and service patterns are correct and identify the provider of each service listed.
- Keep in mind that students who exited to regular placement, but are still active in your school will still appear on the report because they received services at some point during the year. As long as there is an exit date in the "SCRAM Exit" column and an "A" in the "Exit Code" column, they are considered exited from services and a duplicate exit scram does not need to be submitted. These students are not included in your counts.
- Students who will continue in the ***same school*** (advance from grade to grade) or who will move on to kindergarten, 7th or 10th grade at their ***boundary school or a school within Jordan District*** will automatically roll-over for the start of the new school year. Please do not submit an exit SCRAM for these students. Entry scrams will be need to be submitted with correct services at the beginning of the new school year.
- Current self-contained support class (SCSC) students will be rolled forward to the school they have been assigned to attend next year. Please do not submit an exit SCRAM for these students (permit codes were entered by the placement specialist/special education department).
- For students who will continue past the 12th grade (i.e. students going on to South Valley and/or Kauri Sue Hamilton School), the school registrar must flag the student as a ***"Retained Senior"*** in the Graduation/Diploma status field. Please do not submit an exit SCRAM for these students.
- **An exit SCRAM and enrollment tracking must be submitted for any student that has or will age-out or graduate and/or will *not* be returning to a Jordan District school at the beginning of the next school year.**
- Be sure to use the appropriate exit codes and dates for any student who has exited the school during the school year.
- If the IEP team has changed a student's services, the changes must be documented on the Service and Placement page and a new IEP (SCRAM) document must be submitted by clicking Submit IEP. Remember that parents must be involved in any decision to amend IEP services and must receive a copy of the revised IEP.
- Minor or clerical changes written directly on the printout report without submitting an IEP (SCRAM), ***will be accepted***, including changes to the provider's name.
- Please take note of the date that the report was printed (top right corner) and was current with everything received as of the print date. If an IEP was submitted in Embrace after the print date, the changes will not appear on the report.

**Please know that your assistance in completing this information accurately is critical,
as it directly impacts Special Education funding!**