

Who Can Answer My Questions About... (updated 7/24)

Erica/Teri:

- Program model adaptations or new programs desired
- Budget items
- Licensure questions
- State and Federal Compliance items (Indicator 1-20) that cannot be answered in the field
- Departmental issues
- PDC contacts in all 3 districts
- Policy and Procedure items
- Waiver Process and Renewals

Teri:

- Para inquiries (trainings/absences and need for subs/clarification of time cards/applicants available to work that are ready to interview/appraisal concerns/in-service logs/other concerns)
- Infinitec

Diana:

- WebKIDSS troubleshooting
- TIPs pages and troubleshooting
- Confirm records sent on students transferring to other schools or transfers in
- Early Childhood Outcomes Data

Jennifer:

- HATS packets

Diane:

- Medicaid
- Purchases
- IMC materials available to loan
- Classroom inventory

Robin:

- Reservations and registrations to conferences (minimum of 48-hour notice)
- Confirmation of address/phone number changes
- Newsletter items (births/deaths/celebrations)
- Extended School Year (ESY)
- Child Find
- NCI course registration

School Psychologists:

- *Invite this person to all of your IEP meetings (they will determine if they can attend or not based on the demands of their schedule and other priorities)*
- Initial Placements as well as all re-evaluations
- Increases or decreases in service time and dismissal from services
- IEP content information and related compliance issues (to include IEP amendments)
- Questions about how to fill out PWN and other IEP related forms
- Retrieval of student records and determination of whether a new IEP needs to be written or not (all out-of-state IEPs need to be re-written within 30 days)
- Permission to Test forms and all Special Education form questions
- Data Collection and summarizing such data
- Transcribe staffing notes if available at meetings

Social Workers:

- Provide parent and family information of an education nature
- Define community resources
- Define case managers and other providers of Mental Health Services to the student and family
- Provide feedback of their counseling sessions
- Coordinate/Facilitate community "Wrap-around" meetings
- Transcribe staffing notes if available at meetings
- Assist with behavior questions, concerns, interventions, and ideas

Transition Coordinator:

- Transition (age 14 on) – Goal statements in IEPs – Job Placements
- Post high school survey and senior survey
- Post-Secondary – Summary of Performance (for all seniors)
- High School user accounts for post HS survey and senior survey

Courtney Carpenter/Jonikka Carl:

- Insurance Benefits enrollment
- Talent Ed
- Payroll
- Skyward

****Please direct any questions about returned IEPs to the person that returned the IEP****