Special Education Secretary Notes Regarding

Accommodations Form

8/25/11

I spoke with Phyllis this morning and she advised me if the staff is using the Accommodations Form that is in IC she isn’t going to force them to use the one she prefers which is loaded on the website.  If they ask, you can let them know she prefers the one on the website.  If they are using the form on the Website, let them continue to use the one that is found on the website.  Please remember if they use the form on the website it will need to be scanned and uploaded into IC.

I hope this makes sense.  If you have any questions, please let me know.

Thanks,

**Tonya Young**

**Special Education Department**

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**From:** Ledonne, Shantel   
**Sent:** Wednesday, August 24, 2011 3:34 PM  
**To:** Young, Tonya  
**Cc:** Case, Phyllis  
**Subject:** RE: Reminders

You might want to send out a blanket email reminding them of the Accommodation form…all meetings I have been in so far have had the one on IC completed.

**From:** Young, Tonya   
**Sent:** Wednesday, August 24, 2011 2:53 PM  
**To:** Ledonne, Shantel; Beaudoin, Wendy  
**Cc:** Case, Phyllis; Meredith, Penny  
**Subject:** Reminders  
**Importance:** High

I’m so sorry for all the e-mails I just wanted to remind the two of you of some items that I am in need of:

1. I need to be advised and updated on Special Transportation Issues.  It is important that you advise me of a student being added or removed from Special Transportation.  Please advise me of the student and I will obtain the information from IC.
2. Please be sure to advise me of non-programmatic changes.  I need to keep copies of the non-programmatic changes on file here at District Office.  You can advise me of the student’s name and I will obtain the information from IC.
3. Please be sure all Special Education forms are being uploaded in Infinite Campus.  This includes any forms that are not in IC such as Medicaid forms, BIP, FBA, etc.  Please remember that Phyllis prefers the Accommodations Form that is on the Special Education Website be used rather than the one in IC.
4. Be sure to send a copy of the new Medicaid form to Velma Bowen @ District Office.  Please remember that these new Medicaid permission forms need to be obtained annually.

These are the items that come to mind at the present time.  I will e-mail as other issues appear.

**Tonya Young**

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