

# STANISLAUS SELPA

Management Information Systems - (209) 541-2931, Fax: (209) 541-2937 - MS # 841

Happy Halloween! NEWSLETTER-October 2010

*The SELPA staff would like to thank everyone for attending the SEIS/Register trainings this year!*

*"Every action done in company, ought to be with some sign of respect to those that are present."*

*-George Washington*



## Helpful Reminders

**Register Reminder:** It is extremely important that you review your registers for additions, deletions or changes and submit an SE 14 for any drops or adds. Due to the number of errors with registers the MIS now returns all registers to the program/district representative to work with you for corrections. Please call us if you have any questions.

**"Add Student" link Reminder:** Please remember to use all CAPITALS when filling out this form. Include all providers that you want to have access to the students record. Please remember to include parent names to help us search the system more accurately to reduce duplicate records!

**REMEMBER-** do not use this link to transfer a student from one site to another within our SELPA! Only use this for an initial placement, interim placement or if you need access due to additional assessments.

**Stanselpa.org Update:** The stanselpa.org website has been "under construction" but will be back online October 4th, 2010.

**CASEMIS error check reminder—**Please remember to check all CASEMIS errors prior to sending your IEP to the SELPA. This will significantly reduce the number of IEP's being returned! If you need help with this process please let us know!

**Caseload Reminder:** all providers have access to view the history of a student on your caseload. Please view the history link to see if an IEP has been affirmed prior to calling the MIS.

**IEP Reminder:** Please remember that if you fax your IEP/SE14 to the MIS you DO NOT have to put a copy in route mail.

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## Helpful Reminders Cont.

### Addresses:

Please remember if you find out your student has moved you need to follow the correct procedure:

**During the IEP**—cross off the old address and hand-write the new address.

**Not during an IEP**—you must complete and submit the SE14 with the current address.

**DO NOT CHANGE ANY ADDRESS IN THE SYSTEM, THIS IS DONE AT THE SELPA DUE TO THE FEE FOR SERVICE BILLING.**

**SSID Reminder:** All students from age 3 until 21 must have a SSID number when you submit the IEP. We understand that teachers do not have the access to input the number into the system so we are asking everyone to make sure to hand write the number on the information eligibility page and the MIS will input the information. If we receive a copy without the number we will email the teacher and district program specialist as a reminder! If you have any questions please let us know.

### *IN-SERVICES/WORKSHOPS/TRAINING'S*

#### SEIS & Register training:

September 29th Newman @ Yolo Middle  
2:00-4:30

October 27th Oakdale @ Lupine Room  
1:00-2:30

**\*\*If you do not see your district listed, please contact your local program support for guidance\*\***

#### Behavior Interventions and Restraints:

Presented by Peter Sturges, Attorney (Atkinson, Andelson, Loya, Rudd & Romo)

Monday October 25, 2010 from 3:00—5:00 p.m. (no fee for Stanislaus SELPA districts)

Martin G. Petersen Event Center 720 12th Street, Modesto

Register by Monday October 20th by contacting Angie Van Wagoner at [avanwagoner@stancoe.org](mailto:avanwagoner@stancoe.org)

