

A Teacher Information Page is a compilation of 3 pages from WebKIDSS:

1. Demographics Information
2. Dates/Ed Status
3. Anticipated Services Chart

Teacher Information Page
USD 445 - Community-Based Preschool
Tri-County Interlocal
220 East Chestnut - P. O. Drawer 668
Independence, KS 67301
(620) 331-6303

A Teacher Information Page is often referred to as a "TIP".

All of this information is for **office use only** and does not go to parents, thus the name "Teacher Information Page". All of this information is embedded within the IEP the parents receive.

Student Legal Name: (student name) **KIDS ID:** (xxxxxxxxxx) **SSN:** (xxxxxxxxxx)
Birthdate: (xx/xx/xxxx) **Age at Annual Meeting:** (self populates) **Gender:** (m/f)
Ethnic Group: (pull down choice) **Race:** (pull down choice)
Language of the Student: (pull down choice) **Language of the Parent:** (pull down choice)

Parent: (Parents Name)
Phones: (xxxxxxxxxx)
Address: (xxxxxxxxxx)
Email Address:

Neighborhood School The school student would attend if no disability.
Responsible Building The school that the student actually attends.
Assign Child Count: The school district that the child is assigned, **County of Residence:** (xxx)
Grade: (xxx) **Fund Source:** 1 - Eligible under Part B and your agency is a public school
(This will always be the Fund Source unless the student is Gifted.) **KG Full Day:** (Y/N)

Init Eval Consent Rec'd:	(Date consent to eval was received – Permission to test date)	Vision Screening:	Must have this date and it must have occurred within the last 2 years.)	Hearing Screening:	Must have this date and it must have occurred within the last 3 years.)
Init Eval Determination:	(Date of 1 st Eval meeting – usually the IEP meeting date as well)				
Re-Eval Completion:	(Date of last Eval meeting – usually the IEP date that re-eval occurred on.) Do not complete these cells if a Re-Eval has NOT occurred.	3 Year Reeval:	(self populates)	Next Vision:	(self populates)
Initiation:	Date of most recent IEP. Important Note #1: If this is a Move-In student, then this is the date the student entered your district. Important Note #2: If this is an Amendment, then this is the date of the Amendment.	Exit:	Exit: Very important date. If a student MOVES or No longer qualifies – this date must be emailed to Jennifer Sewell.	Next Hearing:	(self populates)
Annual Meeting:	IEP meeting date (this date must be CORRECT). Important Note #1: If this is an Amendment, then this is the date of the Amendment. You will see an "a" next to the date.	Ed Status:	(Pull down choice)	Next Annual Meeting:	(self populates)

Exceptionality: **Primary Disability:** **Anticipated Services to be Provided**
Pull down menu. Note: DD will never have a secondary disability. **Secondary Disability:** Pull down menu. Note: DD will never have a secondary disability. **Gifted:** (Y/N)

Ln#	FY	Service	Setting	Provider (P)=primary	LEA	Attend Bldg (P)=primary	Mins	Days	Start Date	End Date	Frequency
1	2014	SE	G	xxx(P)	001	xxx(P)	—	—	01/08/2014	05/22/2014	Every week
2	2014	OT	G	xxx	001	xxx	—	—	01/08/2014	05/22/2014	Every week
3	2014	SU	G	xxx	001	xxx	—	—	01/08/2014	05/22/2014	Every week
4	2014	SE	G	xxx(P)	001	xxx(P)	—	—	08/17/2014	01/07/2015	Every week
5	2014	OT	G	xxx	001	xxx	—	—	08/17/2014	01/07/2015	Every week
6	2014	SU	G	xxx	001	xxx	—	—	08/17/2014	01/07/2015	Every week

Any service listed on this page must be documented in the IEP. Any service time in the IEP must be listed on the TIP. **IEP and TIP must match.**

Each TIP must have a Primary Provider listed. This is by checking the “P” in the Provider section.

“Frequency” of Service must be specified. This is through a pull-down menu.

“SU” is only used with OT and PT service. Ask a coordinator if there are questions.

For an Initial or Annual IEP, the Start Date will be the IEP meeting date. (B-3 students that turn 3 over the summer – see Coordinator)

For a Move-In Student:

- 1) A TIP must be created as soon as the student arrives in the district.
- 2) Start Date will be the date the student enters the district.
- 3) End date will be the day before the Annual IEP is due.

Note: If the office does not receive a TIP on a student, especially NEW student, then Tri-County does not know this student is in our system, and we will be incorrect on state count dates. If we do not count a student because we do not know they are with us, we lose funding.

For an Amendment:

- 1) The TIP must be updated to show changes in service, setting, etc. Even if none of these has changed, the **Start Date will change to the Amendment Date**. The End Date will stay the same (the original End Date).

In the case of unforeseen circumstances, one or more of the above personnel may change or have a temporary substitute in order to provide your child with uninterrupted service.

Ln#	FY	Setting	Attend Bldg (P)=primary	K - Time		Start Date	End Date	Frequency
				Mins	Days			
7	2014	K	xxx	120	2	01/08/2014	05/22/2014	Every week
8	2014	K	xxx	180	1	01/08/2014	05/22/2014	Every week
9	2014	K	xxx	155	1	01/08/2014	05/22/2014	Every week

Special Notes on K time:

- K time is the time that NO special education services are being delivered AND the child is in an Early Childhood Program of at least 50% non-disabled children or Kindergarten. This does not include time with babysitter, at home, or in an education program that has a ratio of IEP students greater than non-IEP students.
- K time is for 3, 4, and 5 year olds
- If a Kindergartener is 6 at time of IEP meeting, then no K time.
- Kindergarteners who are 5 must have K time.
- There is a MAXIMUM amount of K time and special education time together: minutes cannot exceed the number of building minutes the district reports (so this will vary among districts).

Special Transportation Provided: (must complete: Y/N)

Has Behavior Intervention Plan: (must complete: Y/N)

Extended School Term Previous Summer: (must complete: Y/N)

DCF/JJA Placement:

Medicaid Eligibility Signed? (This is helpful to complete)

Attendance Center of Student (This is especially helpful for Preschool students.)