



**RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD**

**SE 25**

**SCHOOL SUMMARY REPORT of SPECIAL EDUCATION STUDENTS**

See below for information on how to obtain the new SE 25 information from TPM IEP.

- 1) A SE 25 blank template is available by using the second link for SE 25 on the Special Education Forms web page. You can also download it from here using this link: [MS Word Template for School Summary Report of Special Education Students](#) The file will download with name 'template\_for\_originalSE25.doc'. Use this template at the top of each page that is submitted to the Board office.
- 2) Instructions on how to access the information from the TPM IEP for the SE 25 (1 page)
- 3) SE 25 mock up charts for October 31<sup>st</sup> and March 31<sup>st</sup> (2 pages)

### Instructions on How to Access the Information from the TPM IEP for the SE 25

- 1) Open Microsoft Word software.
- 2) Download and open the blank SE25 template file (template\_for\_originalSE25.doc) by using this link: [MS Word Template for School Summary Report of Special Education Students](#). Rest this page on the taskbar.
- 3) Open up the TPM software as you normally would.
- 4) Go to list of IEP students in your school.
- 5) On the top right hand side of this page you will see **Analysis**, run mouse over this title.
- 6) Beneath are two titles, click on **Advanced Search**.
- 7) When it opens up, check mark IEP on the left side of page.
- 8) Go to the right side column where it says, "Show results". *You are doing a great job, keep going.*
- 9) **UN**click school year, date created, reason for IEP, school, SEA equipment, Consultation Dates 1-10, as you **will not** need these variables for the SE 25.
- 10) Click on SEARCH Top right corner. A chart will appear of the information you have requested.
- 11) Take your mouse and put it over the word "**Grade**". Click and drag the title "**Grade**" and place it between the titles Student Name and OEN number. This will move the "Grade column" to the second position in the chart.
- 12) Put your mouse on the bottom right hand corner, hold down the left mouse button, sweep upwards including titles, until all is highlighted, then right click to copy. (You are going to paste this information into WORD).
- 13) Bring Microsoft WORD up and place the TPM information chart underneath the SE 25 template.
- 14) Reduce the TPM information font size to **8**, so that page 1 TPM will fit on the SE 25 template.
- 15) There are two items you must do to each page to make it perfect. *Good work so far, almost finished.*
- 16) All NON-identified students will need a IPRC placement decision (setting) for the **purposes of the SE 25 ONLY**. You will need to give these students a placement decision (setting) for both the October and the March reports. **See mock up sample below (see red typeface for examples)**. Examples: Regular Class with Indirect Support, Regular Class with Withdrawal Assistance, Regular Class with Resource Assistance.
- 17) WHY ? The board office needs to show the numbers of non-identified and the only way to do this is to give them a temporary placement setting. It is for paper-work purposes only. Do not give these students a placement on their actual IEP.
- 18) March 31st report : Any new student who received an IEP after October 31st will need the date he obtained an IEP. For example December 03, 2012 . Place this date in the Placement Start box before the sentence. **See mock up sample below (see blue typeface)**. The actual wording placement setting will come naturally into the box from TPM.
- 19) Once these items are completed, go back to your student list and go to page 2, page 3 etc. repeat these instructions again.
- 20) Make an appointment with your school secretary, bring the SE 25 and assist her with her Maplewood information.
- 21) Staple all pages together, review, SERTS sign the first page, principals sign first page. Please send to Miss Amanda Kitts, Business Services, Board Office within a week of the respective due dates. *You are finished, job well done!*

## School Summary Report of Special Education Students

SE 25

School: \_\_\_\_\_ Year: \_\_\_\_\_ Check one:  October 31  March 31

Special Education Signature

Principal Signature

Student	Grade	Student Number	Identification	IPRC Placement Decision	Placement Start
Andreskie, Billy	3	749-127-114	Behaviour	Regular Class with indirect Support	First day of the new school year or semester in which the student is continuing in a placement
Auduo, Chloe	8	529-963-977	Learning disability	Regular Class with resource assistance	First day of the new school year or semester in which the student is continuing in a placement
Barr, Michelle	5	170-099-261	Blind and Low Vision	Regular Class with indirect Support	First day of the new school year or semester in which the student is continuing in a placement
Blanchard, Dolly	7	444-087-167	This child is non-identified. Give her a Placement setting for the purpose of <u>this report</u> only in bold type (see right). This space remains blank.	Regular Class with indirect Support	First day of the new school year or semester in which the student is continuing in a placement
Blanket, Doby	4	425-122-967	Learning Disability	Regular Class with indirect support	First day of the new school year or semester in which the student is continuing in a placement
Cherry, Clarissa	7	887-244-267	This child is non-identified. Give her a Placement setting for the purpose of <u>this report</u> only in bold type (see right). This space remains blank.	Regular Class with resource Assistance	First day of the new school year or semester in which the student is continuing in a placement
Clarkson Joshua	8	168-688-588	Multiple exceptionalities Learning Disabilities/Behaviour	Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement
Connors, Daren	6	441-461-621	This child is non-identified. Give him a Placement setting for the purpose of <u>this report</u> only in bold type (see right). This space remains blank.	Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement
Couture, Sarah	8	296-789-092	Learning Disability	Regular Class with indirect support	First day of the new school year or semester in which the student is continuing in a placement
Crabmore Tamika	8	461-968-562	Mild Intellectual Disability	Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement

## School Summary Report of Special Education Students

SE 25

School: \_\_\_\_\_ Year: \_\_\_\_\_ Check one:  October 31  March 31

Special Education Signature

Principal Signature

Student	Grade	Student Number	Identification	IPRC Placement Decision	Placement Start
Andreskie, Billy	3	749-127-114	Behaviour	Regular Class with indirect Support	First day of attendance in new special education program
Auduos, Chloe	8	529-963-977	Learning disability	Regular Class with resource assistance	First day of the student's enrolment in a special education program that he/she begins in the mid-year or mid-semester
Barnacle, Michelle	5	170-099-261	<b>NEW STUDENT IPRC</b> Blind and Low Vision OR could also be a <b>NEW student who is NON-Identified</b> requiring a placement start date (see right)	Regular Class with indirect Support	December 12, 2012. This new student received an IEP after October 31 <sup>st</sup> so a placement start date would need to be typed in here and the sentence would follow: <i>First day of the student's enrolment in a special education program that he/she begins in the mid-year or mid-semester</i> This sentence would be in the box already because it would be derived from your school list in the TPM IEP program.
Blanchard, Dolly	7	444-087-167		Regular Class with indirect Support	First day of the new school year or semester in which the student is continuing in a placement
Blanket, Doby	4	425-122-967	Learning Disability	Regular Class with indirect support	First day of the new school year or semester in which the student is continuing in a placement
Cherry, Clarissa	7	887-244-267		Regular Class with resource Assistance	First day of the new school year or semester in which the student is continuing in a placement
Clarkson Joshua	8	168-688-588	Multiple exceptionalities Learning Disabilities/Behaviour	Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement
Connors, Daren	6	441-461-621		Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement
Couture, Sarah	8	296-789-092	Learning Disability	Regular Class with indirect support	First day of the new school year or semester in which the student is continuing in a placement
Crabmore Tamika	8	461-968-562	Mild Intellectual Disability	Regular Class with withdrawal Assistance	First day of the new school year or semester in which the student is continuing in a placement