

South Central Area Special Education Cooperative

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Crawford County

Paoli

East Washington


Salem Springs Valley

West Washington

MEMORANDUM

December 8, 2014

To: Special Education Teachers
Principals
Case Conference Coordinators

From: Melissa Lancaster, Director 

RE: Procedure Manual Training

Annual Case Conference time is just around the corner. To better prepare teachers for this process, we will be providing inservices to all schools about IEP forms and procedures, as well as review any Article 7 changes or IEP updates. Janice Oakley and I will be conducting the training sessions. ALL special education teachers are expected to attend an inservice session. Principals, Case conference coordinators, and other school staff that work with special education are also welcome to attend.

If you are not able to attend the training when it is offered at your school, please make arrangements to attend a session at another school. To make arrangements to attend a different session, please contact the special education office. The attached sheet lists the dates and locations of the inservices.

Please bring your Procedure Handbook to the meeting. The inservice should take approximately 2 ½ hours. *If there is a 2 hour delay, the morning session will start at 10:00 a.m. and end at 12:15 p.m. The afternoon session will still begin at 1:00 p.m.*

Contact the special education office if you have questions or concerns.

Cc: All Superintendents

**SOUTH CENTRAL AREA SPECIAL EDUCATION COOPERATIVE
2014 PROCEDURE MANUAL TRAINING SCHEDULE**

DATE	TIME	PARTICIPATING SCHOOLS	LOCATION
Wednesday 1/21/15	9:00	Throop Elementary (Snow make-up date: 2/2/15)	Throop Conference Room
	1:00	Paoli Jr./Sr. High School (Snow make-up date: 2/2/15)	Paoli H.S. Conference Room
Thursday 1/22/15	9:00	Springs Valley Elementary Springs Valley Middle School Springs Valley High School (Snow make-up date: 2/3/15)	SVMS Conference Room
Friday 1/23/15	9:00	East Washington Elementary (Snow make-up date: 2/5/15)	EWE Conference room
	1:00	East Washington Middle School Eastern High School (Snow make-up date: 2/5/15)	EWMS Conference room
Monday 1/26/15	9:00	Bradie Shrum Elementary (Snow make-up date: 1/29/15)	BSE Conference Room
	1:00	Salem Middle School Salem High School (Snow make-up date: 1/29/15)	SMS Conference Room
Tuesday 1/27/15	9:00	West Washington Elementary West Washington Jr./Sr. High (Snow make-up date: 2/9/15)	WWHS Conference Room
Wednesday 1/28/15	1:00	Crawford County Elem. Schools (Milltown, English, Marengo, Patoka, Leavenworth) Crawford County Jr./Sr. High (Snow make-up date: 2/4/15)	CCHS Conference Room