

Tulsa Public Schools
Division of Teaching and Learning
Department of Special Education and Student Services

To: Middle School and High School Principals

From: Penny Kay, Ed.D
Director of Special Education

Through: Taylor L. Young, Ph.D.
Assistant Superintendent for Special Education and Student Services

Date: August 11, 2006

Re: Special Education Transition for 2006-07

Cc: Special Education Elementary Lead Teachers
Special Education Secondary Department Chairs

At the end of the 2005-06 school year, Traditional/Extended Calendar Schools and Continuous-Learning Schools successfully transitioned Special Education confidential folders for the 2006-07 school year implementing the following procedures:

- 1) Each site received a Transition of Confidential Folder Report with the name of each 5th and 8th grade special education student and the projected school the student was to attend for 2006-07.
- 2) The Special Education Elementary Lead Teacher and/or Department Chair signed the spreadsheet verifying that each confidential folder had been sent to the student's projected school of attendance for the 2006-07 school year, and a signed copy was sent to your Special Education Program Supervisor.

We are sending you a copy of the data compiled into a Transition of Confidential Folder Report for all middle schools and high schools to use for quick reference. If you need any assistance, please contact your special education program supervisor.