



IMS Data Entry Personnel

The meeting for October 7, 2014 has been canceled.

Announcements

1. Residency Issues

- a. If a placement has been made by a district court or DHS (e.g. termination of parental rights), John recommends you have a copy of the appropriate paperwork (e.g. court order terminating rights) before making changes in resident district information.
- b. In the case of foster care, where parental rights have *not* been terminated, maintain documentation as a trail in regard to parent location. DHS is often able to assist with that information.
- c. If you have questions about a particular student's residency, be sure to inform your director of special education before contacting John Lee for technical assistance.

2. State ID Near Matches

State ID near matches will be available weekly, now through the end of Count. Please research and update as many of you can each week.

3. Communication with Other AEAs

Two reminders:

- a. If you change any part of a record on a student whose Resident District is in another AEA, please remember to email the other AEA so the other data entry person is aware of the changes.
- b. When students are moving/exiting, please refer to the Recommended Communications Procedures that are posted on www.iowaideainfo.org; Section: IMS; Subsection: Resources, Miscellaneous, Data Entry and Communication Procedures.

4. Server and Network Stats for August 2014

Event	Mon. – Fri. 7:30 – 4:30	Weekends and Evenings
Took server(s) off-line for maintenance.	0	0
Restarted server(s).	0	2
Restarted ColdFusion.	0	0
Confirmed ICN outages to/from Grant Wood AEA.	0	0
Stopped bandwidth usage by unauthorized users.	0	0

Preview of Future Business

Next Meeting: Tuesday, November 4, 2014 from 10:00 – 11:00
Topics: Count-Related