

**Parkway West Career and Technology Center**

7101 Steubenville Pike

Oakdale, PA 15071

412-923-1772 ext. 137

Cynthia Hughes

Special Populations Coordinator

[hughes@parkwaywest.org](mailto:hughes@parkwaywest.org)

In August, I send each sending school their current roster and ask them to identify their students. Two of my schools give me access to their IEP writing program and I download the IEP myself. The other ten districts email the IEPs to me. In October, we receive each district's PENN Data documentation and we check to make sure we have IEPs for all the students they have marked in their PENN Data.

During the school year, I email with sending district personnel continually. I usually communicate with special education teachers or supervisors of special education.