

NEWLY ENROLLED STUDENTS

IN STATE

If a newly enrolled student received special education services from another public agency within the state, and enrolls in one of our corporations within the same school year, the school corporation, in consultation with the student's parent, must immediately provide the student with a free appropriate public education, including services comparable to those described in the student's IEP from the previous public agency, until the school corporation either; (1) adopts the student's IEP from the previous agency; or (2) develops, adopts, and implements a new IEP.

OUT OF STATE

If a newly enrolled student received special education services in another state, and enrolls within the same school year, the school corporation, in consultation with the student's parent, must immediately provide the student with a free appropriate public education, including services comparable to those described in the student's IEP from the previous public agency, until the new corporation; (1) conducts an educational evaluation if it is determined necessary after the school psychologist reviews the current IEP and evaluation; or (2) develops, adopts, and implements a new IEP, if appropriate.

MOVE IN PROCESS/PROCEDURES

1. Request that the school data entry person upload the student to the STN site via a DOE-RT report. This student should be uploaded immediately rather than waiting until the school's next "weekly" upload.
2. Obtain a copy of the student's current IEP and psychological evaluation. The parent may bring a copy of these documents in with them when enrolling. If not, it is the school's responsibility to contact the last school attended and obtain these documents immediately so that proper services can be provided.
3. Complete the "Notification of New Enrollee" form and fax it to the Special Services office immediately along with the IEP and psychological evaluation report.

***If this is a move in student from within the state, receipt of this form will trigger the East Central office staff to request the student's electronic records be transferred to us within the IIEP program.

***If the student has moved in from out of state, the school also needs to send a copy of these same documents to the school psychologist so that the psychologist can initiate a "Record Review" prior to the move in case conference.
4. Schedule a Case Conference Committee meeting within ten school days of the student's enrollment in school to develop a new IEP. If the student has moved in from out of state, please work with the school psychologist to schedule the case conference meeting.
5. The Teacher of Record must insure the newly developed IEP is distributed to ECISS, all other service providers, the student's general education teachers, the school office, and the student's parent(s).