

EASY IEP Process for New Enrollment Notice of Special Education

1. RESD or Local district adds student name to EASY IEP.
2. If choosing Option 1 (accepting the current IEP **EXACTLY** as written) on the New Enrollment Notice of Special Education then follow these steps in EASY IEP.
 - a. When in a student's file click on Admin (on the blue bar) and choose New Enroll from the drop down menu
 - b. Select the first Document to create
 - c. Fill in Date Information (open up field by clicking on the arrow) Use the date listed on the current IEP from previous district.
 - d. Enter Goals and Objectives from current IEP.
 - e. Enter Related services, Special Education program and Educational Setting
 - f. Enter Specialized transportation
 - g. Create Draft and Final
 - h. This will allow you to complete progress reports before an IEP is held.
3. If choosing Option 2 or 3 on the New Enrollment Notice of Special Education- complete a new IEP within 30 school days of enrollment.
 - a. If a report card period is during the 30 school days and a progress report is needed click on Admin (blue bar)/drop down to New Enroll
 - b. Select document to create
 - c. Fill in Date Information/Goals and Objectives/Services and Programs

You may also reference the *New Enrollment Tip Sheet* from Easy IEP found under Main Menu/Document/Special Education Tab (under file name)