

NEW ENROLLMENT NOTICE OF SPECIAL EDUCATION PROCESS

Student Enrolls in School

Parent identifies child as a Student with Disabilities

Parent does not identify child as a Student with Disabilities

School Validates Eligibility

1. Parent provides copy of IEP (attach to Form)
OR
2. Confirmation by Previous District
Via Phone and IEP faxed to Enrolling District
(attach IEP to Form)

District receives CA 60 with special education records

Complete Transfer/New Student Enrollment Form

Section 1- Completed by Administrative Assistant upon enrollment except **Date of Last IEP & Date of Last Evaluation** (caseload manager should complete this).

Section 2- Completed by Building Administration with Caseload Manager

Option 1- The district can fulfill **ALL** areas of the current IEP.

- The date of the current IEP will remain the IEP date.
- After the student has been added to EASY IEP, the Caseload Manager will complete New Enroll (found under Admin on blue bar)
- Select first choice and complete all fields.
- This will allow for Progress Reports to be created until a new IEP is completed in EASY IEP system.

Option 2- (Required for Out-of-State students) The district cannot fulfill all areas of the current IEP and needs to develop a new IEP.

- After the student has been added to EASY IEP, the Caseload Manager will complete New Enroll (found under Admin on blue bar)
- If a report card period must fill in Date Information/Goals and Objectives/Services and Programs

Option 3- Student enrolled with an overdue IEP from the previous school district. District will provide comparable programs and services For 30 days.

Section 3- Completed by Building Administration with Caseload Manager and Service Providers
District Administrator/Designee signs and dates Form

Original placed in Special Education File and copy to Parent and RESD