

New Student on an IEP

**We do not get informed of new students in our office so the IEP paperwork is essential for our records. As always, call if you do not know what to do.*

Reasons not to accept an IEP: (NIEP)

- 1. It is out of date. – then NIEP paperwork**
- 2. It is from out of state –**
 - a. if ETR is accepted then you can do NIEP paperwork
 - b. If ETR is NOT accepted. Do the following and send paperwork to Special Education Secretary:
 - i. Student Placement for student.
 - ii. PRO1 – Complete it– make sure to connect with parent to let them know you will be serving the student the best we can until the ETR is completed and then you will write an IEP(Try to have the ETR and IEP on the same date if possible.) Document on the PRO1 the phone call date and time and outcome.
 - iii. COPY of the IEP you cannot accept.
 - iv. Medicaid form signed by parent.
 - c. Complete the IEP as an Initial IEP once the ETR is completed– IIEP –
 - i. Do all paperwork for an Initial IEP.
- 3. There is too much to change on the IEP to make it a workable document in our district. – Then NIEP paperwork.**
 - a. Complete a NEW IEP within 30 days or by September 30th.
- 4. It is a Service Plan from a Parochial school – NIEP paperwork**
 - a. Complete a NEW IEP within 30 days or by September 30th.

IF you are transferring the New IEP as it is: TIEP

- 1. Is the IEP Current? YES**
- 2. Is the current IEP acceptable ? YES - DO paperwork for TIEP**
 - a. Check with Student Services to see if we can transfer IEP in SameGoal program from the past school. Send full name of student and past school they attended when emailing.
- 3. Can the IEP be transferred in SameGoal? YES (I will let you know when it is transferred from the other district)– Then complete the TIEP in the program as all the information will be in the document. You just need to do the following:**
 - a. START a new IEP and complete the following areas.
Cover Page
 1. MEETING DATE and TIEP date (first day in the district)
 2. Effective dates: –
 - a. START DATE - First day in district,
 - b. END DATE - Last date on the current IEP,
 - c. NEXT IEP REVIEW - - End Date on the current IEP
 3. Complete all the information on this page with information you have.

State reporting information only. ⓘ

Reason: *

Imported ⓘ

SECTION 5:

1. Choose the drop down for secondary planning for student. If student will not be 14 during the IEP cycle make sure to choose

5. POSTSECONDARY TRANSITION

Secondary Planning: *

SECTION 7 Description of SPECIALLY DESIGNED INSTRUCTION:

1. Fill in the Related Services that are on the IEP . (This will generate the information on the EMIS form.)

SECTION 8 TRANSPORTATION:

1. Fill in the transportation information.
 - a. IF it says yes you MUST inform Student Services so that they can inform transportation department to make arrangements.

SECTION 11 LRE:

1. From the drop down list choose the EMIS code for placement.

SECTION 12 STATEWIDE and DISTRICT Testing:

1. Complete the radio buttons for the Yes or No areas.
 - a. Alternate assessment – if it says yes call Student services
 - b. Accessibility on district and statewide tests – Yes or No with accommodations.

4. Can the IEP be transferred in SameGoal? NO -START a new IEP in the program and make sure to fill in the following using the IEP that you are transferring in to generate progress reports and an EMIS form and be able to transfer the IEP for our district.

START a new IEP and complete the following areas.

1. MEETING DATE and TIEP date (first day in the district)
2. Effective dates: –
 - a. START DATE - First day in district,
 - b. END DATE - Last date on the current IEP,
 - c. NEXT IEP REVIEW -- End Date on the current IEP
3. Complete all the information on this page with information you have. Put the date you put Meeting Date in the box.

State reporting information only. ⓘ

Reason: *

Imported ⓘ

SECTION 5:

2. Choose the drop down for secondary planning for student. If student will not be 14 during the IEP cycle make sure to choose

5. POSTSECONDARY TRANSITION

Secondary Planning: *

3. Fill in the Postsecondary transition sections for the student. (You need this to generate a transition progress report.)

SECTION 6:

1. Type in the goals and objectives for the student. (This will allow you to generate a progress report for the student as well as an IEP at a Glance.)

SECTION 7 Description of SPECIALLY DESIGNED INSTRUCTION:

2. Fill in the Related Services that are on the IEP . (This will generate the information on the EMIS form.)
3. Fill in the accommodations /modifications for the student. (This will help you generate an IEP at a Glance to share accommodations/modifications.)

SECTION 8 TRANSPORTATION:

2. Fill in the transportation information.
 - a. IF it says yes you MUST inform Student Services so that they can inform transportation department to make arrangements.

SECTION 11 LRE:

2. From the drop down list choose the EMIS code for placement.

SECTION 12 STATEWIDE and DISTRICT Testing:

2. Complete the Page to generate testing information.

****IF you want to amend a new IEP you first have to transfer the IEP and then amend the IEP. You will need to complete all the required paperwork for both a TIEP and then an AIEP.**