

Cooperative School Services

MOVE IN NOTIFICATION

- 1) Complete this form when a new student who had an IEP enrolls in your building.
- 2) Complete this form if the student was referred for evaluation at the time of the move by previous school.

The student listed below has moved to the following school:

Corporation of Legal Settlement: _____ School: _____

Date Enrolled (Must match STN System): _____

Student Legal Name: _____ Gender: _____

Date of Birth: _____ Grade: _____ STN(Student Test Number): _____

Ethnicity (Select One): 01 American Indian/Alaskan Native 02 Black (not of Hispanic Origin) 03 Asian
 04 Hispanic 05 White (not of Hispanic Origin) 06 Multiracial 07 Pacific Islander

Parent/Guardian Mother Name: _____

Address: _____

Telephone: _____ Email Address: _____

Parent/Guardian Father Name: _____

Address: _____

Telephone: _____ Email Address: _____

Previous School Corporation: _____

Anticipated Teacher of Record: _____

Form completed by: _____

- 1) Email to the Data Secretary using the email address for the school corporation the student has moved to or Fax to 219-866-4668.
 - Benton Community: bcforms@cooperativeschoolservices.org
 - Frontier: frforms@cooperativeschoolservices.org
 - Kankakee Valley: kvforms@cooperativeschoolservices.org
 - North Newton: nnforms@cooperativeschoolservices.org
 - North White: nwforms@cooperativeschoolservices.org
 - Rensselaer Central: rcforms@cooperativeschoolservices.org
 - South Newton: snforms@cooperativeschoolservices.org
 - Tri County: tcforms@cooperativeschoolservices.org
 - West Central: wforms@cooperativeschoolservices.org

- 2) Send completed form to the Special Education Coordinator for your building for K- 12 students.

Article 7 requires that a case conference be held “within ten (10) instructional days of the enrollment date of a student who has been receiving special education” in Indiana or another state.
The school cannot postpone enrollment to arrange a case conference.