



Change of Enrollment

The Change of Enrollment process is written to comply with Article 7, rules 7-42-5(a)(4), 7-42-8(e), and 7-42-8(f). This document will assist the teacher of record (TOR) in processing move-ins, so that timelines can be met, and services can continue. TORs need to communicate all new enrollments and the withdrawal of students with IEPs to keep their caseload current and to ensure all students are accounted for to meet state reporting requirements.

Enrollment of a New Student from out of district

- 1.) Teacher of Record (TOR) completes [Change of Enrollment Form](#).
- 2.) TOR sends the Change of Enrollment Form to the assigned special education clerk via email.
- 3.) Request Push/Pull from Special Education Clerk (if student is coming from outside of Fort Wayne Community Schools).

Enrollment of a New Student from in district

1. TOR uses caseload set-up Wizard in Learning Connection to add student (if coming from within Fort Wayne Community Schools) to caseload

Withdrawal

1. TOR completes [Change of Enrollment Form](#)
2. TOR sends the Change of Enrollment Form to the assigned special education clerk via email.
3. TOR uses caseload set-up Wizard in Learning Connection to remove student from caseload.