

Valley View Local Schools

ETR/IEP Adoption Process

When a new student with disabilities enrolls in the district the following procedures will be followed:

1. The EMIS Coordinator/Enrollment Secretary sends out the most current IEP and ETR to the Special Education Administrative Assistant and to the secretary of the building the student will be attending.
 - a. The Special Education Administrative Assistant uploads the documents into SameGoal to ensure all team members have access to the paperwork.
 - b. The building administrator, related service provider and/or the IS collaborates to ensure the student is assigned to the most appropriate case manager.
 - c. The IS and/or related service provider reviews the IEP with all team members.
2. Beginning immediately, comparable services described in the child's IEP from the previous school will be implemented.
 - a. Staff must document comparable services (e.g. student schedule of SDI, accommodations provided).
 - b. Comparable services will continue until the district either adopts the IEP from the previous district or develops, adopts/amends and implements a new IEP that meets the needs of the student.
3. An IEP meeting will be scheduled to complete the following:
 - a. Review the comparable services from the existing IEP.
 - b. Reach an agreement with parents that the services are comparable.
 - c. Apply [In-State Adoption](#) Process or [Out-of-State Process](#) to determine next steps
 - d. Capture all the details of the IEP meeting in a PR-01.