

## Process for Completion of IEPs

### Move-In IEPs ESC 625 (Meeting Required)

#### Definition of Move-In Student:

A student who has had previous special education services and moves into a Cooperative member district from a district that is **not** a member of the Cooperative.

**\*\*\*NOTE:** A student who moves from one Cooperative member district to another Cooperative member district is NOT considered a Move-In student\*\*\*

When a teacher is notified that a student with an IEP has enrolled, he/she should immediately contact the school psychologist who will initiate the move-in process.

An IEP Team Meeting must be conducted as soon as possible following the move-in date (preferably within 7 days). Services for the student **may** be initiated prior to the IEP Meeting, but **must** be initiated no later than the date of the IEP Meeting.

#### Preparation for a Move-In Meeting:

- a. The School Psychologist, or the Psychologist's secretary, will create a new record in WebKIDSS and enter the appropriate dates. The Psychologist /Secretary will also create the **ESC 400 and ESC 401** documents to notify the team of the move-in staffing and the **ESC 99** to bring to the meeting.
- b. The teacher should enter the information on the current IEP from the previous school into the WebKidss record created by the Psychologist /Secretary and print as a draft for the meeting in order to make written notes regarding proposed changes.
- c. Additionally, the teacher is responsible for printing and bringing the **ESC-625 IEP Amendment Form** and an **IEP signature page** to the meeting. Please check the "Yes" box, on the ESC-625 form, to indicate that this is a **move-in** IEP meeting.
  - a. To create the **ESC 625**, go into the newly created record for the student in WebKIDSS.
  - b. Click on "**Enter IEP Data**" (found above the student's name on the Demographics screen).
  - c. Click on "**Enter Forms Data**" on the drop down menu.
  - d. Click on "**Select a Form**" and scroll down to the **ESC 625** form.
  - e. When the form appears, you will see that the demographic information is automatically entered.
  - f. Click the "**Yes**" box near the top right corner to indicate that this is a move-in IEP.

### **During the Meeting:**

- a. At the move-in staffing/IEP meeting, the school psychologist will take staffing notes as well as complete and acquire signatures from the parents on the **ESC-99** form.
- b. During the meeting, the Team will review the IEP from the previous school and determine any changes that may need to be made.

**If the changes are minor** (eg: Goal changes; SPED minutes increase/decrease; social studies changes to inclusion from pullout; etc.):

1. Indicate the areas of the IEP that are being changed by checking the appropriate boxes on the **ESC-625 IEP Amendment form**.
2. Record the changes proposed on the Draft copy of the IEP.
3. Use the **ESC-625** form to obtain all **required** IEP team signatures (including the parents, administrator, psychologist, general ed teacher and special ed teacher).
4. If appropriate, have the parents sign and date the Medicaid Release section at the bottom of the **ESC-625** form.

**If the changes are significant or the previous IEP is expired or incomplete** (eg: add/delete a service; change from pullout for several areas to class within a class; change multiple inclusion classes to pullout; or a combination of the above such that the IEP is significantly different; etc):

1. **Treat as a new Annual IEP**. Record the changes proposed on the Draft copy.
2. Use the **IEP signature page** to obtain all required team signatures (see above).
3. If appropriate, have parents sign and date Medicaid release.

**Teachers:** Be sure to obtain a copy of the signed ESC 99 from the psychologist (before the meeting ends, if possible) as you are responsible for sending this document to the Cooperative.

### **Following the IEP Meeting:**

Teachers will return to the student's IEP in the WebKidss program.

1. If the IEP from the previous school was accepted with **minor changes**:
  - a. On the “**Demographics/Parent/School Data**” screen, scroll all the way to the bottom of the page and enter the date the student **enrolled** in the Cooperative district school.
  - b. On the “**Dates /Ed Status**” screen, enter the “**IEP Date**” that is on the **original** IEP from the **previous district**. Enter the “**Initiation Date**” as the date the student **began receiving services** in the Cooperative, generally the move-in staffing/Amendment date, but may be earlier.
  - c. Review each section of the IEP and make any changes proposed during the meeting by first dating the information already there with the date of the original IEP and adding the changes with the date of the move-in meeting.

- d. On the “**Anticipated Services Chart**” be sure to enter the “start dates” for services as the date the student **began receiving services in the Cooperative**. This may be prior to the actual move-in staffing/meeting date. The “end dates” should be one day prior to the **original** IEP due date on the IEP written by the previous school district. You do not need to enter services provided by the previous school.
2. If the changes to the previous IEP were **significant**:
    - a. On the “**Demographics/Parent/School Data**” screen, scroll all the way to the bottom of the page and enter the date the student **enrolled** in the Cooperative district school.
    - b. On the “**Dates /Ed Status**” screen, click on “**Replace IEP Date**”. Scroll to the bottom of the **Replace IEP Date** screen and enter the “**New IEP Date**” as the date of the IEP meeting. Click **New IEP Date** button to return to the **Dates Ed Status** page. Add the new **Initiation Date** as the date the student **began receiving services** in the Cooperative, generally the move-in staffing/Amendment date, but may be earlier.
    - c. Review each section of the IEP and make any changes proposed during the meeting. Some information will be retained from the previous IEP and should be indicated as such by using the date of the previous IEP.
    - d. On the “**Anticipated Services Chart**” be sure to enter the “start dates” for services as the date the student **began receiving services** in the Cooperative. This may be prior to the actual move-in staffing/meeting date. The “end dates” should be one day prior to the **new** IEP due date on the IEP written by the Cooperative school district.

**Submit Paperwork to the Cooperative Office:**

- a. When all the data are entered into WebKIDSS, send **only** the required paperwork to the Cooperative Office:
  - A Copy of the IEP from the Previous District
  - Admit/Dismiss Form
  - ESC-625 Form (if changes are minor); an ESC-625 **AND** an IEP Signature page if a new IEP was written.
  - ESC-99 Form
  - Behavior Plan (if a separate plan is utilized)
  - Health Care Plan (if a separate document)
- b. It is the Cooperative’s expectation that **ALL** required paperwork will be submitted to the Coop office **within 10 school days** following the IEP meeting.

**\*\*\* Please do not send additional paperwork or documentation. \*\*\***

## **IEP Review:**

- a. The IEP will be reviewed at the Cooperative Office. If changes or additional information are required, you will be notified by e-mail or through an "IEP Checklist".
- b. After any necessary changes are completed, you must notify the IEP Specialist that the IEP is complete. The IEP Specialist will either confirm that the necessary changes have been completed or indicate which areas still require your attention.
- c. When you receive a printed copy of the IEP from the Cooperative Office, then either no changes or corrections were necessary or all corrections are complete.
- d. Copies of the IEP signature page, the signed 99, and the Teacher Information Page will be filed by the Cooperative Office staff.

**\*\*\*Please DO NOT create a new IEP record for the student until you have received the official printed copy of the IEP from the Cooperative Office. If an amendment is required before you have received the official IEP, please call the Coop Office and we will expedite the review process.**

e. The Cooperative Office will print the new IEP and attach the ESC-625 form, the IEP signature page (if appropriate), and the 99. The printed IEP from the Cooperative Office is considered the "**official IEP**" and will be sent from the Cooperative Office directly to the parents and the primary provider. The primary provider will be responsible for making copies of the IEP, as required, for any other providers listed on the IEP.

*\* Revised 2010*