



November 2017

What to do when a student enrolls in your district with an IEP....*

****You must provide some service as soon as you know or suspect that a student is on an IEP.***

If the student comes from a Minnesota District:

- Assign a Case Manager
- Review the IEP (along with other sped. teacher, school psych, other district relevant staff...possibly CST) to determine the appropriateness of the accompanying IEP.
- Call the previous school; it's often helpful to speak with the former case manager.*
 - **a release of information is **NOT** necessary when communicating and sharing due process documents between districts. However, records from outside agencies cannot be shared with the new district without a release.*
- Conduct an Intake Meeting with the parents and new team members
- **NOTE:** services cannot be delayed while this information is being gathered.

1. If the team accepts the IEP without change, they adopt it by updating the 1st (information) page and 4th (services) page.
 - a. Send home with a PWN.
 - b. Begin service.

OR

2. If the district accepts the IEP with some minor changes (adjusted service time, class schedule, etc) contact the parent and offer an Amended IEP
 - a. Send home Amended IEP paperwork with a PWN.
 - b. Begin service.

OR

3. If the goals and services seem inappropriate and the IEP cannot be followed, then
 - a. Provide temporary service based upon team recommendation.
 - b. Convene an IEP meeting as quickly as possible
 - c. Update PLAAPF and write a new IEP, send home with a PWN

If the student comes from a non-Minnesota District:

- Review the initial (or most recent if the initial is not available) ER.
 1. If the team determines that the non-Minnesota ER contains sufficient information to meet Minnesota INITIAL criteria:
 - a. Complete MN criteria checklist (attach and include narrative in a PWN that will also accompany the IEP)
 - b. Choose best option for IEP above and proceed.
- OR**
2. If there is not sufficient information, then proceed with an initial evaluation.
- Provide service (to the best of your understanding) until eligibility and/or programming are determined.