



## **Directions for Completing the New Enrollment in Special Education form**

### **WHY does this form need to be completed?**

Rule 340.1721b (5) of The Michigan Administrative Rules for Special Education requires that, for students with an individualized education program in effect at a previous public agency who transfer public agencies within the same school year, the new public agency shall immediately provide a free and appropriate public education. A decision regarding implementation of an individualized education program in accordance with 34 CFR § 300.323 shall be made within 30 school days of enrollment.

### **IDEA 2004 §300.323 states:**

#### **IEPs for children who transfer public agencies in the same State**

If a child with a disability (who had an IEP that was in effect in a previous public agency in the same State) transfers to a new public agency in the same State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency either—

- (1) Adopts the child's IEP from the previous public agency;
- (2) Develops, adopts, and implements a new IEP that meets the applicable requirements in Sec. Sec. 300.320 through 300.324.

#### **IEPs for children who transfer from another State**

If a child with a disability (who had an IEP that was in effect in a previous public agency in another State) transfers to a public agency in a new State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide the child with FAPE (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency—

- (1) Conducts an evaluation pursuant to Sec. Sec. 300.304 through 300.306 (if determined to be necessary by the new public agency);
- (2) Develops, adopts, and implements a new IEP, if appropriate, that meets the applicable requirements in Sec. Sec. 300.320 through 300.324.

### **WHO completes the New Enrollment in Special Education form?**

The Principal/Designee in the building completes this form. The professional completing this form needs to be familiar with IEPs and special education programs/services.

**WHEN does the Principal or Designee complete this form?**

The Principal/Designee completes the Previous Enrollment in Special Education form immediately when a student with an IEP transfers into your school district from another school district.

**HOW much of this form needs to be completed?**

The Principal/Designee needs to complete the entire form, including *the Prior Written Notice for Provision of Programs and Services Due to New Enrollment* which is included with the form. The IEP and MET reports must also be received from the previous district. No special education programs or services may be provided until copies of these reports are received by the district.

**WHAT does the Principal/Designee do with the completed New Enrollment in Special Education form?**

The Principal/Designee needs to:

1. Fax/email/mail the completed form, Prior Written Notice, Medicaid Parent Permission, and a copy of the IEP and MET (if student enrolls from outside of Northwest Education Services) to the Northwest Education Services Easy IEP office immediately. **Fax 231-922-6315**
2. Provide the parent with Prior Written Notice, Resources, and a copy of the Procedural Safeguards.
3. Assure that the programs/services that the district has indicated are implemented.