



Guidance and Procedure Document

Process for Completing the New Enrollment in Special Education Programs and Services / Prior Written Notice Form

When a student with an IEP transfers into your district, a *New Enrollment in Special Education Programs and Services/PWN* form should be completed and sent to easyiep@northwested.org. The New Enrollment will be entered into EdPlan/PCG by the EasyIEP Team before any reporting is done in PCG. The New Enrollment has a Prior Written Notice embedded in it, so there is no need to complete an additional PWN. Please see the following instructions:

Completing the Form:

Section 1: Demographics

- ☐ *Today's Date:* the date the form is filled out
- ☐ *Student's Enrollment Date:* the date the student enrolled in your school
- ☐ *Student's Legal Name:* student's legal name (not preferred name) needs to be used
- ☐ *UIC#:* the 10-digit number assigned by MSDS (if you cannot locate a UIC#, contact your district's pupil accounting office for assistance)
- ☐ *Birthdate:* please double-check for accuracy
- ☐ *Grade:* the grade into which the student will be enrolled
- ☐ *Race/Ethnicity:* if left blank, this will default to Caucasian (PCG required field)
- ☐ *New School Attending:* the name of the school the student will be attending
- ☐ *Operating School District:* the school district in which the student will be receiving services
- ☐ *Resident School District:* the school district in which the student lives
- ☐ *County of Residence:* the county in which the student lives
- ☐ *Parent/Guardian Name(s):* the name(s) of the of the student's parent(s)/legal guardian(s)
- ☐ *Relationship to Student:* the relationship of the parent(s)/legal guardian(s) to the student
- ☐ *Address:* the street address of the parent(s)/legal guardian(s), add a note to your email if the student lives at a different address than the parent/legal guardian
- ☐ *Phone Number(s):* the phone numbers, including area code, of the parent(s)/legal guardian(s)
- ☐ *City/ State/ Zip Code:* the city, state, and zip code of the parent(s)/legal guardian(s)
- ☐ *Email address:* of the parent(s)/legal guardian(s)
- ☐ *SE Teacher/Case Manager:* the name of the person assigned to be the case manager (typically, this is the Special Ed teacher assigned to the student)
- ☐ *Student's Disability:* the disability listed on the most recent IEP
- ☐ *Most Recent IEP Date:* most recent IEP date from the previous school (if the IEP has expired, the district must hold a new IEP within 30 school days)

- ☐ *Most Recent Re-evaluation Date:* most recent re-evaluation date from the previous school (if the student's eligibility has expired, the district is required to complete a three-year redetermination of eligibility)
- ☐ *Previous School Attended:* most recent school attended
- ☐ *Previous School District:* most recent school district attended (if the previous school district is outside of our five-county region, including Benzie, Antrim, Kalkaska, Leelanau, and Grand Traverse, then include a copy of the most recent IEP and MET report of the student along with this New Enrollment)

Section 2: Current Offer of FAPE

Description of the action the school district proposed to take: only one of these options should be checked. Choose either:

- ☐ Implement the IEP with no modifications:
 - Checking this box indicates the district will be implementing **all** of the programs/services (frequency and duration), goals/objectives, and supplemental aids and services (including conditions, frequency, and duration) as written in the current IEP.
 - Enter the previous school and the date of the previous IEP.

OR

- ☐ Implement the IEP with modifications and will hold a new IEP within 30 school days of the student's enrollment.
 - Checking this box indicates the district will **not** be implementing **all** of the programs/services (frequency and duration), goals/objectives, and supplemental aids and services (including conditions, frequency, and duration) as written in the current IEP.
 - Enter the previous school and the date of the previous IEP.

Explanation of Modifications, if the district is modifying the offer of FAPE:

A description of all of the changes to the current IEP needs to be documented in this section.

- ☐ Provide details of the changes to goals/objectives.
- ☐ Provide details of the changes to Supplemental Aids and Services.
- ☐ Provide details of the changes to Programs and Services.

Section 3: Programs, Services, and IEP Team

This section must be completed whether implementing the current IEP or making any modifications.

- ☐ List each Program or Service the student will be receiving, the session length/range, the number of sessions (be sure to include whether it's per day/week/month), and the provider/staff name (this should be a person rather than a discipline, school, or district).

- ☐ List the Consult Services in a similar manner.
- ☐ *Personal Care*: indicate whether the student will be receiving personal care services. If yes, please explain what kind, in Programs and Services.
- ☐ *Specialized Transportation*: indicate whether the student requires transportation services and if so, what kind.
- ☐ LEA Special Bus provided by the local school district and is adapted with a lift or other special equipment.
- ☐ ISD Special Bus provided by NorthEd/Dean Transportation and is used primarily for students attending Center-Based programs.
- ☐ *Extended School Year*: referring to the previous IEP, indicating whether the student will receive extended school year services.

Section 4: Explanation of FAPE Offer

- ☐ Explain why the district is proposing to implement the IEP or implement the IEP with modifications.
- ☐ Enter a description of the procedure, assessment record, or report the district used in deciding to propose or refuse the action.
- ☐ Enter description of any other choices the IEP team considered and the reasons why those choices were rejected.

Section 5: Signature of District Representative or Designee

The District Representative or Designee signs and dates the New Enrollment Form. Typically, this is the School Principal.

Section 6: Delivery Means (to Parent/Guardian)

A team member needs to:

- ☐ Indicate who delivered notice to the parent and the date of delivery
- ☐ Indicate how the notice was delivered to the parent

Additional Actions:

- ☐ Provide a copy of the Procedural Safeguards to the parent
- ☐ Scan and email the completed New Enrollment Form/PWN and a copy of the most recent IEP and MET (if a student enrolls from outside of Northwest Education Services) to the EasyIEP Team at easyiep@northwested.org.

If you have questions about the New Enrollment process, please call the EasyIEP Helpdesk at 231-922-6244.