

Special Education Paperwork/ Documentation Required by the COP ESD

The Michigan Special Education Office requires that proper documentation of special education paperwork is retained. In accordance with these mandates, please forward the following documents to the COP ESD office, maintaining a copy within the local district's student file.

What is needed when a student transfers into the COP ESD?

- Transfers from a school **Within** the same School District
 1. Registry Update

***If implementing an EdPlan IEP from the previous district, IEP must be followed **EXACTLY!** Resource Room, Related Services, Supplementary Services, Goals/Objectives, etc. **ALL MUST BE IMPLEMENTED AS WRITTEN.**

- Transfers from **Outside** a School District but still **within the ESD** (i.e. Inland Lks to Cheboygan and also includes School of Choice students from within the COP ESD area)
 - **When student enrolls, immediately implement Special Education Programs and Services that are most comparable to the existing IEP**
 1. Notice of Enrollment in Special Education Form (Choose Option #1) with the option to adopt previous IEP **exactly** as written or to hold a transfer IEP within 30 school days **If an IEP is adopted exactly as written it must then be implemented exactly as written until another amendment or IEP occur).**
 2. Hold Transfer IEP meeting within 30 school days if necessary
- Transfers from **outside the ESD within Michigan -with current IEP and an EdPlan (EasyIEP) Client**
 - **When student enrolls, immediately implement Special Education Programs and Services that are most comparable to the existing IEP**
 1. IEP from other district (i.e. **contact previous school for copy if needed**)
 2. MET from other district (i.e. **contact previous school for copy if needed**)
 3. Notice of Enrollment in Special Education (Choose Option #2) with the option to adopt/implement previous school's IEP **exactly** as written or to hold a transfer IEP within 30 school days.
 4. Hold Transfer IEP meeting within 30 school days if necessary
 5. **Call the COP ESD office regarding unique circumstances related to programs/services**
- Transfers from **outside the ESD within Michigan - with current IEP (but NOT an EdPlan (EasyIEP) Client)**
 - **When student enrolls, immediately implement Special Education Programs and Services that are most comparable to the existing IEP**
 1. IEP from other district (i.e. **contact previous school for copy if needed**)
 2. MET from other district (i.e. **contact previous school for copy if needed**)
 3. Notice of Enrollment in Special Education (Choose Option #3)
 4. Hold Transfer IEP meeting within 30 school days from date of district administrator signature.
- Transfer from **outside the State of Michigan (with current IEP or with IEP overdue)**
 - **When student enrolls, immediately implement Special Education Programs and Services that are most comparable to the existing IEP**
 1. Notice of Enrollment in Special Education (Choose Option #4)
 2. REED process completed and finalized with COP staff
 3. If there is a need for a new evaluation because eligibility is in question, the evaluation would be considered an "Initial evaluation" and parental consent would be required
 4. New MET completed by COP staff
 5. NEW IEP – Tagged as an **Initial** – held within 30 school days (**NOT FROM THE DATE OF THE REED**) from admin signature on the **Notice of Enrollment in Special Education**

6. Entered into MSDS as an Initial
7. If additional assessment is needed that cannot be completed within the 30 school day timeline, hold the "Initial" IEP and MET and complete a new REED for further evaluation.

Non Public (NP)/Parochial Schools

1. If the student is transferring from a local district to a NP/Parochial school COP ESD needs:
 - a. Notice of Enrollment in Special Education
 - b. Non-Public Service Plan Invitation
 - c. Non-Public Service Plan
2. If the student is transferring from the NP/Parochial to the local district:
 - a. Notice of Enrollment in Special Education
 - b. Invitation to a Transfer IEP
 - c. Transfer IEP - Paper copy of the 'Finalized' IEP **with signatures of attendance i.e. general education teacher, special education teacher and administrator/designee. Note: the IEP district Representative/Designee is a person who fully understands the contents and implications of the IEP for financial, personnel and other obligations**

What is needed before a student can be entered in EdPlan (EasyIEP)?

1. Notice of Enrollment in Special Education/Student Activation for REED Process is a form that serves multi purposes
 - a. Notice of Enrollment in Special Education - check this box if student previously had Sp Ed eligibility or has moved in from out of state
 - b. Student Activation for REED Process - check this box when looking at a general ed student for eligibility or a move in from out of state
2. IEP and MET from previous placement

What documents need to be forwarded to the COP ESD office for every IEP held?

1. A copy of the IEP invitation
2. Notice for Provision of Services - FAPE/Notice (with parent signature if an initial IEP)
3. Paper copy of the 'Finalized' IEP **with signatures of attendance i.e. general education teacher, special education teacher and administrator/designee. Note: the IEP district Representative/Designee is a person who fully understands the contents and implications of the IEP for financial, personnel and other obligations**

What process/documents are needed at the COP office to re-activate a student after they have refused services?

1. Student Activation for REED Process (box checked on Notice of enrollment in special education form)
2. Finalized REED (COP staff must be involved) In most instances no further assessment will be needed
3. Finalized MET (completed by COP staff) and IEP within 30 school days, tagged as an initial

What documents are needed by the COP ESD when a parent no longer wants their child in sp education?

1. Parent fills out the Revocation of Special Education Services form (on COP website with detailed instructions included)
 - a. **All** special education programs and services will be revoked, unable to select specific ones
2. The school sends the parent the Notice of Cessation of Special Ed Programs and Services
3. Both of the above forms should be sent to the COP ESD office upon completion