**MICHIGAN CITY AREA SCHOOLS Department of Integrated Student Supports**

***Serving students with disabilities and providing medical, emotional, and academic support as a safety net for all***

Mrs. Deb Gann and Mrs. Stacy Attar, Teacher Support/Case Coordination Mrs. Kym Wyse, Assistant Director

Mrs. Lori Sheblosky, Secretary **Dr. Michael Livovich, Director ✓**

**M E M O R A N D U M**

**To:** MCAS School Secretaries Building Principals

**Cc:** Deb Gann, Stacy Attar, Kym Wyse, Xavier Botana

**Re:** Move-in Procedures for Students with a Disability

**Date:** November 24, 2015

From time to time, especially at the beginning of each school year MCAS will receive new students with disabilities that wish to enroll in our schools. The following procedures should help to navigate the special education requirements and formalize enrollment processing, and placement of a child in the appropriate special education program.

1. If a parent attempts to enroll a child new to the school district, please ask the parent if the child has received special education services in their previous school. If they say no, there is no need to contact our office. Enroll the child in RDS.
2. If the parent states that their child was receiving special education in the previous school, ask for the current Individualized Education Program (IEP). If an IEP is presented, please
	1. Enroll the child in RDS
	2. Scan in the IEP and send it immediately to Lori (lsheblosky@mcas.k12.in.us). Please do not fax the document because this has not been a reliable form of delivery.
	3. Call Lori (x 8333) and ask if you can send the parent directly to her. Please do not send the parent without knowing there will be someone in the Department of Special Education to receive them.
	4. If Loris is unavailable send her a message with the child’s name and address along with any data you may have been given and copy me. If Lori will be unavailable I can effect what is needed and I will call the parent.
	5. If an IEP is not available please call Lori and schedule a time for the parent to complete paperwork in the Department of Special Education. Again, if Lori is not available send her a message and copy me. We will contact the parent and schedule a time to come in and complete the special education enrollment process in RDS
3. When the parent meets with the Department of Special Education Secretary:
	1. Sending school information will be requested;
	2. The parent/child information will be entered into RDS. It should be noted that the Department of Special Education cannot add the special education data below without enrollment in the school. The school can control the enrollment date, but without the special education data the IIEP cannot be accessed for parents whose child was previously served in another Indiana school.
		1. The Special Education Code
		2. Disability
		3. Date of move in
	3. The secretary will request a copy of the IEP from the sending school district.
	4. The File will be forwarded to the Director or designee for review and processing and a conference will be scheduled with the building principal and Teacher of Record.
	5. Goals, etc. will be prepared for the Teacher of Record within 5 school days of the enrollment, as long as the IEP is presented. If a parent does not present the IEP it may take several days to receive the document from the sending school. Indiana schools need to note the change in the IIEP system so we have access to the document. Schools from other states usually send the document with the parents, but if they do not, we must request them.
4. If the child enters the school system without proper data (IEP) the Department of Special Education will contact the sending school for information to proceed.
5. The Department of Special Education will make every effort to keep the receiving Teacher of Record of children moving in and the status of the IEP, etc.
6. There will be times when a parent does not disclose that their child was in a special education program and you have placed the child in the general education core. Once you find there is an IEP, but the child is not receiving special education notify Lori (copy me) immediately and we will schedule a conference. This will be treated as an initial or move-in IEP so count on the administrative designee from my office to handle the goals etc. The 10-day requirement does not apply in this case.