

# **Checklist - Newly Enrolled Special Ed. Student**

(Putnam County ESC Revised 4/25/2016)

- **Obtain copies of the current IEP and ETR from prior district.**
  - Check effective begin and end dates on ETR and IEP to make sure current.
  - Make sure both documents have signed signature pages.
  - Districts can adopt out of state ETRs and IEPs if acceptable.
- **Review the documents with IEP Team Members** (District Administrator, Regular Ed. Teacher, Intervention Specialist, applicable related service providers, parents/guardian, and ESC School Psychologist and Special Ed. Coordinator as needed.)
- **Determine which of the following options the district can implement:**
  1. **Adopt both the IEP and ETR and implement services as written.**
    - Make an adoption statement on the IEP and ETR that the team met and determined to adopt the IEP/ETR as written. Have team sign/date by the statement.
    - Complete the EMIS form – NIEP, TETR & TIEP Events
      - The NIEP date is the date the special education funding will start to flow and should be the date the student began to receive special education services. This could be the enrollment date, the adoption date, or whatever date the student began to receive special ed. services depending on the student’s scenario.
      - The adoption date becomes the TETR & TIEP Event Date and Begin Date. The End Date is when the IEP & ETR expire. (Take the End dates directly from the documents.)
  2. **District can adopt the ETR but cannot provide services as written on the IEP, so a new IEP will need to be written.**
    - District begins providing services the best way they can to meet the student’s needs.
    - Complete the EMIS form recording the TETR and NIEP Events as explained above.
    - Hold IEP meeting, best practice is within 30 days.
    - Complete another EMIS form after the IEP Meeting, which is reported as an RIEP Event.
  3. **District determines not to adopt the ETR or IEP.** This is rare, but could happen. For example: the ETR is due to expire soon so district chose not to adopt it.
    - District must still provide special education services to the student.
    - Complete EMIS form recording NIEP Event to initiate the special education funding based on when the student began to receive special education services.
    - Psychologist or SLP initiates the ETR reevaluation process. After the ETR is complete, the IEP meeting should be held. These Events are reported as RETR and RIEP Events on EMIS form. (EXCEPTION: If the student was identified with a disability in a state other than Ohio, and the district cannot adopt the ETR, then the new referral process would need to be initiated.)
- **Have parent/guardian sign Medicaid Acknowledgement Letter to inform them of district’s participation in the Medicaid to Schools Program.**
- **Provide parent copy of Whose IDEA is This?**
- **Provide parent a PR-01 after each meeting to document district’s plan of action. Keep a copy for school file.**
- **Forward copies of forms and signed Medicaid Acknowledgement Letter to ESC.**