

BOONE-CLINTON-NORTH WEST HENDRICKS JOINT SERVICES

New Student Move-in Form

Complete this form when a new student enrolls who was in a special education program in a previous school and/or was referred for testing at the time of the move from the previous school. **A copy of the current educational evaluation(s) and IEP must be provided to Joint Services with the Move-In IEP.**

- Fax this form to Joint Services 765/483-3087 or scan/email to WilliamsMK@leb.k12.in.us.
- Once Joint Services receives this form, the process will begin to access the student in IIEP, transfer the IEP file (if the previous school uses IIEP), and assign the student to a caseload so a case conference can be held.
- NOTE: According to Article 7-24-4(a)(5), a case conference must be held “within ten (10) instructional days of the enrollment date of a student who has been receiving special education in another state or another district within the state.” **The school cannot postpone enrollment to arrange a conference.**

Student’s Name:	Grade:
Date of Birth:	STN:
School:	
Parent Name(s):	Phone:
Home Address:	
Race: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Multiracial <input type="checkbox"/> Pacific Islander Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic	
Previous School/Corporation:	
Anticipated Eligibility Category:	
Anticipated Teacher of Record:	
Team Members who need IEP access:	
Person completing this form:	
Educational Consultant/SLP:	

The Educational Consultant or SLP (for LSI only students) will review the school records, educational evaluation(s), and current IEP to ensure the student meets Article 7 eligibility criteria prior to the move in conference.

Date of File Review:	Date of Move-In conference:
The following records have been attained from the previous school: <ul style="list-style-type: none"> • Current IEP at the previous school Yes ___ No ___ • Educational Evaluation Reports Yes ___ No ___ • Additional information Yes ___ No ___ 	
Article 7 eligibility and report requirements are met. Yes ___ No ___ If no, indicate missing pieces:	
<i>When required components are missing, a reevaluation should be considered to appropriately determine eligibility.</i>	

New Student Move-In Procedures

When a student moves in to the Corporation and is currently eligible for special education (has a disability and an IEP), a case conference must be held within ten (10) instructional days of the enrollment date. The school cannot postpone enrollment until a conference is scheduled.

In addition, the following procedures must be followed to ensure compliance with Article 7.

- The Public Agency Representative, or designee, must obtain from the parents or the previous school the following information for the Educational Consultant or Speech Language Pathologist (if LI/SI only) to review and complete the bottom portion of the New Student Form:
 - Current IEP including FBA/BIP, if appropriate,
 - Most recent educational evaluation,
 - Any other evaluations (Speech/language, OT, PT, etc.),
 - Medical documentation, if appropriate,
 - Any other relevant information.
- A case conference should be scheduled to review and/or revise the IEP and arrange for program and services to begin.
 - If the educational evaluation from the previous school adequately addresses eligibility issues, the case conference may place the student in a program without a new evaluation. If the student's most recent IEP and psych reports are not in the IIEP program (out of state or district not using IIEP), the paperwork must be scanned and uploaded into IIEP under Documents.
 - If the evaluation from the previous school does not adequately address eligibility issues, or updated assessment information is needed to assist in programming (as determined by the file review), the Pre-Conference Planning and Evaluation Process sections in IIEP must be completed and addressed in the case conference. Upon completion of the evaluation, a case conference should be convened to determine eligibility and develop a current IEP, if appropriate.
- The services identified in the agreed upon IEP must be provided as soon as the necessary arrangements are completed, but no later than:
 - Ten (10) instructional days after the case conference for a student who has received services in another state; or
 - Immediately upon enrollment from another district within the state.