



Initial Evaluation of Student Attending a Nonpublic School

Initial Evaluation –IIEP Main Page	
<p>The student is referred for an initial evaluation by parent or school. Add student to Caseload</p> <ol style="list-style-type: none"> 1) From the Main Page, select Wizards from the gray menu bar (on top of page) 2) Select Caseload Setup Wizard 3) Click the button at the bottom of the screen labeled, “Add More Students to Caseload” <ol style="list-style-type: none"> a) Enter search criteria (last name and first is typically good enough) b) Click View Students button c) Students meeting search criteria display on screen <ul style="list-style-type: none"> • If student does not appear check with the building office staff to make sure the students STN# was moved to the current building and that a real time update has occurred in order for the student to be available in Indiana IEP. d) Check TOR/Case Manager next to the student to be evaluated e) Click Add Students to Caseload button at the bottom <p>To view the student and access referral process</p> <ol style="list-style-type: none"> 1) Select Students from the gray menu bar at the top of the screen 2) Click View My Caseload (bottom button) 3) TOR/Case Manager or Team Member Caseload displays 4) From the Caseload list, click a student’s name 5) Select a reason for access <ol style="list-style-type: none"> a) Click continue b) Complete IEP Process (refer to Indiana IEP walkthrough) 	<p>Psychologist</p>
Parent/Guardian Refuses FAPE	
<p>The parents refuse a free and appropriate public education:</p> <p>Once the student is found eligible for special education and/or related services the district of legal settlement finalizes the FAPE IEP and presents it to the parents. Parents are choosing to reject FAPE and enroll in a nonpublic (this included home school students) school.</p> <ol style="list-style-type: none"> 1.) Under the status column click on RESPONSE and choose reject 2.) Print the IEP and obtain the parent signature indicating rejection of FAPE. Upload signed document onto IIEP program for documentation. 3.) Create a Rejection of Services in a Public School found on the Documents page (blue menu bar) of the students account. Obtain 	<p>TOR</p>

<p>parent's signature. 4.) FAX both signature pages</p>	
Individual Service Plan	
<p>The student will remain in the nonpublic school setting and an Individual Service Plan is developed:</p> <ol style="list-style-type: none"> 1) Click on Meeting Purpose from the blue menu bar 2) Under Purpose of Meeting click on Annual Service Plan 3) Answer yes to the question about the parent previously rejected provision of FAPE 4) Complete Eligibility and Re-evaluation date boxes 5) Create Case Conference Team and Schedule Case Conference Meeting sections of IIEP. 6) Print and send to parent/guardian 7) Continue completing all sections of the ISP. 8) Under the section for State Assessments and Other Participations the question asking if the school the student is attending is accredited needs to be answered-depending upon the status of the nonpublic school. Click the appropriate yes/no box <ul style="list-style-type: none"> • Complete the text box for documenting the school's accreditation status and the student's participation decision about participating in state assessments. 9) Under the goals section, identify major goals and benchmarks for the student. Identify instructional and related services within the maximum level of special education services for students receiving an ISP. 10) Under the section for LRE Placement, select the tab that identifies the student has been parentally placed in a private educational setting. <ul style="list-style-type: none"> • Use text boxes for recording the decisions made by the CCC 11) Identify student's public school of legal settlement. 12) Complete sections for Summary of Performance as needed. 13) Complete sections for Review of Case Conference Notes. 14) Create Draft of ISP and review with parents. 15) Upon verbal acceptance of the ISP by parents, finalize the ISP and present to parents and obtain a signature for written consent. 16) Fax all signature pages of the ISP 17) Upload any additional documents. 18) Send a hard copy of all signed IEP and ISP documentation to Student Services. <p>Subsequent annual Service Plans: If a child is remaining in private school (including home school) it is only necessary to complete the ISP and answer YES that the parent previously rejected FAPE. It is NOT necessary to complete the IEP first.</p>	<p>TOR and Case Conference Committee</p>

