

Move-In Procedure

1. When a parent/guardian initiates a student enrollment, and the information presented suggests that the student was a recipient of special education services in the district last attended:
	1. Parent/guardian complete all forms required in the enrollment process including *authorization for release or exchange of information form*. Including permission to release most recent psychological report and individualized education plan (IEP).
	2. Building staff immediately calls the school last attended to verify student’s special education status and forwards a copy of the *authorization for release or exchange of information form* to that school in order to obtain most recent psychological report and individualized education plan (IEP).
	3. Once the students’ records are received, a copy of the most recent psychological report and individualized education plan (IEP) must be sent to Student Services Department special education secretary.
	4. If student’s special education program is in your building, student is considered enrolled. Building secretary must access the Indiana DOE site to obtain the students test number (STN).
2. If the students’ special education program is not available in your building, following a record review, contact the appropriate Special Education Administrator.
3. If a newly enrolled student received special education services from their previous school district, the school must immediately provide the student with services comparable to those on the student’s current IEP. The TOR will hold a case conference to develop an Elkhart Community Schools’ IEP within ten (10) instructional days of the date of enrollment. If a newly enrolled student received special education services from another state, the school psychologist should review the file to determine the need for an educational evaluation.
4. If documents are not received within one (1) week of the request:
	1. Building is to contact the Student Services Department for their follow-up.
	2. Records not obtained within thirty (30) calendar days will necessitate the student to be referred to educational evaluation to determine special education eligibility and placement.