



ELKHART COMMUNITY SCHOOLS

Procedures for when a new student with an IEP arrives to enroll:

1. Enroll the student that day regardless of if you believe that the eventual determination will be placement in another building. Contact Central Office if you need help tracking down documentation, but do not wait for additional information to enroll the student.
2. Assign a teacher of record if you have evidence that there was an IEP in place. If there is no teacher of record in your building with certification aligned to the apparent disability, contact Central Office to help identify a teacher who can serve as the teacher of record during the move-in process.
3. If the student has intense cognitive or behavioral needs beyond the credentials or assignments of your staff, contact Central Office to request support.
4. **The Teacher of Record has ten days** from the day of enrollment to hold a “move-in” case conference committee meeting to either reestablish the IEP as written by the sending district or establish a new plan for the student.
5. If placement outside of your building is a consideration, representatives from the self-contained or alternative program must be present. Central Office must be included in the discussion in order for the CCC to access the anticipated resources.