Transfer ETR/IEP Process

***Intervention Specialist must schedule team meetings*** *with the school psychologist and the remaining required team members so we have effective communication concerning the IEP and ETR. An Intervention Specialist cannot make a decision about accepting or rejecting an IEP until a decision has been made concerning the ETR.* ***All decisions must be made in consultation with parents by either having a face-to-face meeting or by conducting a phone conference.***

* **IF ACCEPTING THE ETR AND IEP:** *(the following documents are needed)*

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| 1. Prior Written Notice (PWN) | ~Please fill out all sections of the PWN and send originals to the Ed. Complex to Martha |
| 2. New Front Page of the IEP | ~A New front page to the IEP must be created in Roy. Please get the new address for the student and get new information for parents.  ~**MEETING INFORMATION**: Meeting Date should be the date the team met to accept the IEP (and ETR)  ~Check Other and document Transfer IEP on the line.  ~**IEP TIMELINES**- ETR date will be the date of the ETR not the date the ETR was accepted. This date does not change.  ~Next ETR date is three years minus one day from the current ETR date.  ~**IEP EFFECTIVE DATES- Start Date:** This is the date the IEP was accepted (the date of Celina’s team meeting). The **End Date:** **This is NOT a year from when the IEP is accepted.** The end date is the same end date that is on the out of district IEP.  **Next IEP Date:** This should be one year minus day from the end date. For example if the end date is 9-17-2014, the Next IEP Date should be 9-16-2015.  **OTHER INFORMATION:** In the box please type this sentence: *On (date of acceptance meeting) and in consultation with parents, the IEP team has decided to accept the IEP from (list other district) as written.* Then all required team members should sign under this statement. Including parents! Please attach the new front page to the complete out of district IEP. Keep copies at the building for all necessary personnel, but originals should be sent to Martha. |
| 3. EMIS document | ~Fill out the top of the EMIS form as normal. Remember School Year should be in the current school year.  ~#10 – TETR (Transfer ETR) This date will be the date the team met to accept the ETR (should be the same date the team accepts the IEP).  ~Please check the correct disability code.  ~The S (Start) Date – Should be the date the team accepts the ETR again.  ~The E (End) Date- Should be 3 years from the ETR date from the out of district IEP. (**This is not 3 years from the day the ETR was accepted).**  ~#11 – TIEP (Transfer IEP) This is the date the team accepted the IEP. Please check the correct box the corresponds with the correct LRE code.  ~The S Date will be the day the team accepted the IEP.  ~The E Date is  **NOT a year from when the IEP is accepted.** The end date is the same end date that is on the out of district IEP. |
| #4 Procedural Safeguard Booklet  #5 Have Parents sign the PR-10 – Medicaid form. | Please give parents a copy of this document.  Give parents a copy of the Medicaid Parental Information Sheet. |

* **IF THE TEAM ACCEPTS THE ETR AND REJECTS THE IEP:** *(the following documents are needed)*

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| 1. Prior Written Notice (PWN)   #1 PWN cont. | Please complete this form with reasons why the team is accepting the ETR and then why the team is rejecting the IEP.  ~On #2 A statement must be written here explaining the district is accepting the ETR but rejecting the IEP. **This sentence must be included on #2:** *The district is rejecting (student’s name) IEP but the district will provide a free and appropriate public education.* Please continue to explain briefing the type of service(s) the child will receive.  ~On #6, please explain a new IEP will be written and a team meeting will be held to review the new IEP in approximately 10 school days. Please explain a school official will be inviting them to this meeting.  ~The district MUST provide appropriate services during this transition period until a new IEP is written. |
| #2 New Front Page of an IEP | New front page of an IEP will not be completed at this time. |
| #3 Complete an EMIS form | ~#10 – TETR (Transfer ETR) This date will be the date the team met to accept the ETR (should be the same date the team accepts the IEP).  ~Please check the correct disability code.  ~The S (Start) Date – Should be the date the team accepts the ETR again.  ~The E (End) Date- Should be 3 years from the ETR date from the out of district IEP. (**This is not 3 years from the day the ETR was accepted).**  ~#11 TIEP – Please write REJECT on this line and then it is finished. |
| #4 Procedural Safeguard Booklet | Please give parents a copy of this document. |

* **IF THE TEAM REJECTS BOTH DOCUMETNS:***( the following documents are needed)*

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| #1 PWN | Please complete this document explaining that both documents will be rejected and why they are both rejected. Please consult with the school psychologist about what should all be written. It will similar to the middle scenario but with information concerning the ETR. |
| #2 Front Page of the IEP | Does not need to be completed at this time. |
| #3EMIS | ~On #10 and #11 write REJECT for both TETR and TIEP with the date on both lines that the team meet to make this decision. |
| #4 Procedural Safeguard Booklet | Please provide parents with a copy of this document. |

***Remember all decision must be made as a team with consultation with parents. Meetings may be either face-to-face with parents or by a phone conference.***