

New Student

Starting Services

1. Students with disabilities must start education within the same time frame a general education student starts.
2. As soon as you have reliable information that the student received services in another district within the past year, start services consistent with this information (verbal information from another district, copies of documents from the parents, etc.)

Obtaining Records

1. Request records (IEP, ER, Progress Report, and PWN)
2. Within 2 weeks: If records (ER and IEP at a minimum) are not obtained and you have reason to believe the child is in special education, get documentation from the secretary of date and methods attempted. Call the school district special education department yourself; document the attempt.
3. Within 3 weeks: If you cannot obtain a current IEP and Evaluation Report, start an initial evaluation
4. Obtain original documents from the prior district. File these in the file. (Documents should not be printed from SpEd Forms with your district information on the document)

Out of State Student:

1. Print a blank Minnesota criteria in the area of suspected disability.
2. Go through the previous evaluation report and determine if the evaluation report shows that the student met initial Minnesota criteria. Document where in the report you found that information. Attach this to the front of the Evaluation Report.

If the student did not meet initial Minnesota criteria

1. Initiate an initial evaluation. (Contact the director if you cannot get a signature within 2 weeks)
2. If the student meets criteria, initiate an IEP meeting. (If the student is new at the beginning of the school year, this process should be completed by December 1.)
3. If the student does not meet criteria after the evaluation, write a Prior Written Notice.

If a student does meet initial Minnesota criteria

1. Hold an IEP meeting within one month of the student entering the school district.
2. Contact the director if you cannot obtain a parent signature for the IEP.

Evaluation Is Needed:

If a student moved in at the beginning for the school year, the whole evaluation and IEP should be in place by December 1.

Minnesota Student:

Review the IEP and determine if you can provide services consistent with the current IEP.

If you can provide services consistent with the current IEP

Contact the parents to introduce yourself

If you cannot provide services consistent with the IEP

Hold an IEP meeting within three weeks of the student entering the school district.