

PREVIOUS ENROLLMENT IN SPECIAL EDUCATION

Enrolling School Information – All Information Is Required Prior to Submission

Student Name: Previous School Attended:
UIC Number: Enrolling District:
Birthdate: Grade: Sp. Ed. Teacher Assigned:
Student Enrollment Date: Parent/Guardian:
Ethnicity: Telephone:

Parent Permission for Release of Information and Consent to Bill Medicaid

Parent Permission to Release Information:
I give permission for School District to release my child's current IEP, MET report and evaluation review plan to School District.
Parent Consent to Bill Medicaid – Check one of the following:
I provide consent to release my child's records and submit claims to the Michigan School-Based Services Medicaid office and billing agencies.
I do not provide consent to release my child's records and submit to the Michigan School-Based Services Medicaid office and billing agencies.
Parent/Guardian Consent (REQUIRED) Date

Student Enrolls From a District WITHIN MICHIGAN

I give my permission to implement the Individualized Education Program (IEP) developed at (previous school district) on (date).
REQUIRED: Attach current IEP and MET report of student who enrolls from a district OUTSIDE Char-Em ISD.
OR
The student will receive the following program/service until an Individualized Education Program Team (IEPT) meeting is held within thirty (30) school days from the date of consent.
REQUIRED: Attach current IEP and MET report of student who enrolls from a district OUTSIDE Char-Em ISD.
PROGRAM/SERVICE: (Type of classroom – e.g., Elementary/Secondary Resource Room, MoCI classroom)
Program: Sessions Per Week: Session Length: Provider Name:
RELATED SERVICE:
Program: Sessions Per Week: Session Length: Provider Name:
Parent/Guardian Consent (REQUIRED) Date
Administrator/District Designee (REQUIRED) Date

Student Enrolls From a District OUT OF STATE

Michigan law requires that students who enroll from out-of-state are evaluated to determine if the student meets Michigan criteria as a student with a disability. An Initial IEP must take place within 30 school days. Prior to the Initial IEP:
I give my permission to implement the Individualized Education Program (IEP) developed at (previous school district) on (date) for 30 school days. REQUIRED: Attach current IEP and MET
OR
The student will receive the following program/service until an Individualized Education Program Team (IEPT) meeting is held within thirty (30) school days from the date of consent.
REQUIRED: Attach current IEP and MET report.
PROGRAM/SERVICE: (Type of classroom – e.g., Elementary/Secondary Resource Room, MoCI classroom)
Program: Sessions Per Week: Session Length: Provider Name:
RELATED SERVICE:
Program: Sessions Per Week: Session Length: Provider Name:
Parent/Guardian Consent (REQUIRED) Date
Administrator/District Designee (REQUIRED) Date

Directions for Completion of Previous Enrollment in Special Education

Enrolling School Information – All Fields are REQUIRED

- Provide information from PowerSchool database
 - Student Name (Student's legal name)
 - UIC Number (this is the 10-digit number assigned by MSDS)
 - Student Enrollment Date (Date student entered district)

Parent Permission for Release of Information and Consent to Bill Medicaid

Parent Permission to Release Information

- This will assist to obtain records

Parent Consent to Bill Medicaid

- Parent checks box granting or denying consent to bill Medicaid
- Parent must sign and date consent/denial
- Medicaid handout is available for reference

Program Implementation

Student Enrolls From a District WITHIN MICHIGAN

- The school has obtained a copy of the IEP and MET report. **You are unable to proceed with this decision-making process without this documentation!**
- The school and parent:
 - A) Determine if current IEP will be implemented exactly as it is written**OR**
 - B) Create a temporary special education program for up to 30 school days
- Parent and building administrator/representative must sign and date consent for implementation
- Attach IEP and MET report if student attended a district **outside** Char-Em ISD
- Do not attach IEP and MET report if student attended a district **within** Char-Em ISD
- Submit required documentation to Char-Em ISD special education secretary

Student Enrolls From a District OUT OF STATE

Note: Michigan law requires that students who enroll from out-of-state are evaluated to determine if the student meets Michigan criteria as a student with a disability. An Initial IEP must take place within 30 school days.

- The school has obtained a copy of the IEP and MET report. **You are unable to proceed with this decision-making process without this documentation!**
- Inform Char-Em ISD school psychologist that the student has enrolled
- The school and parent:
 - A) Determine if current IEP will be implemented for 30 school days exactly as it is written**OR**
 - B) Create a temporary special education program for up to 30 school days
- Parent and building administrator/representative sign and date consent for implementation
- Attach IEP and MET report to Previous Enrollment form
- Submit required documentation to Char-Em ISD special education secretary
- Convene initial IEP within 30 school days of parent consent to initiate special education program/services

Suggested Previous Enrollment Process

- **Parent enrolls student and provides school with a current IEP and MET report**
 - Secretary completes Enrolling School Information and Release of Information sections of Previous Enrollment form
 - Previous Enrollment form, IEP and MET report are given to building administrator/designee or special education teacher
 - School determines special education programs/services and signs Previous Enrollment form
 - Parent is asked to sign Previous Enrollment form (send home or ask to come to school)
- **Parent enrolls student and acknowledges student had an IEP plan at his/her previous school but is unable to produce IEP and MET report**
 - Secretary obtains parent consent to obtain copies of IEP and MET documents from previous district
 - Secretary faxes copy of parent consent to release information to previous district
- Incomplete information is shared with building administrator
- **No further action can take place** until IEP and MET report are received from previous district
- Once IEP and MET documents are received, complete Previous Enrollment process described above