

**Introduction:**

- This is guidance based on the law (MARSE, IDEA, Michigan Auxiliary Services Act) and should not be construed as legal advice.
- The purpose of this document is to provide guidance on common scenarios. If your situation is more complex or you think it warrants an exception, please consult with your supervisor.

**Key Definitions and Notes**

**Nonpublic School:** Registered homeschool, private or parochial school

**Registered Homeschool:** A homeschool that is registered with Michigan Department of Education

**Operating District:** LEA where the nonpublic school is located

**Resident District:** LEA where the child resides

**District representative/designee-**

- (i) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
- (ii) Is knowledgeable about the general education curriculum; and
- (iii) Is knowledgeable about the availability of resources of the public agency. (IDEA, 300,321)

**Note #1: ADD/CHANGE/DROP Slip-** whenever this is completed, it must go to both EasyIEP Team and the District of Location pupil accounting contact (check with SAS).

**Note #2:** If a student's Resident District is different from the Operating District, there are two options for EasyIEP activation and subsequent IEP development.

- If choosing to activate the student in the Operating District, an IEP can be developed and offered on behalf of the Resident District. It will be necessary to coordinate with the Resident District team to ensure they have input into the IEP development because they will not be able to access the student in PCG. Once the IEP is finalized, the team can immediately move into a NPSP meeting if desired.
- If choosing to activate in the Resident District, it will be necessary to have two separate meetings on two separate days. On day one, the team will have an IEP meeting, then drop the student from their district with a Drop Slip sent immediately to the EasyIEP Team, and then add student to Operating District with an Add Slip. The student file will transfer overnight, and the team can then complete a NPSP.

**Note #3:** All preschool students have an IEP and do not have a Nonpublic Service Plan. Refer to the Special Education Public Quick Guide.

**Note #4:**

- When Action Steps reference emailing EasyIEP Team, email both Sharon Heersema [sheersema@NorthwestEd.org](mailto:sheersema@NorthwestEd.org) and Laura Echols [lechols@NorthwestEd.org](mailto:lechols@NorthwestEd.org) to ensure timely processing in EasyIEP.
- Reminder, all special education documents need to be sent to Scanning ([scanning@NorthwestEd.org](mailto:scanning@NorthwestEd.org)) unless a document was previously sent to the EasyIEP Team.
- See [Special Education Scanning Process](#) for further reference.

## Special Education Nonpublic Quick Guide

### Student leaves public school district for homeschool or unknown reason

	SITUATION	PAPERWORK	ACTION
1.	<p><b>Student leaves school district and parent/guardian choosing to homeschool or unknown.</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">Homeschool Parent Letter</a></li> <li>● <a href="#">Family Matters Nonpublic and Home Schools Fact Sheet</a></li> <li>● <a href="#">Home School in Michigan</a></li> <li>● <a href="#">Procedural Rights and Safeguards</a></li> <li>● <a href="#">Add/Change/Drop Form</a></li> <li>● <a href="#">Add/ Change/ Drop District Exit Codes</a></li> </ul>	<ol style="list-style-type: none"> <li>1. The District Representative (or designee) sends the following information to the parent.                             <ol style="list-style-type: none"> <li>a. Homeschool Parent Letter Template</li> <li>b. Family Matters Nonpublic and Home Schools Fact Sheet</li> <li>c. Home Schooling in Michigan- MDE Document</li> <li>d. Procedural Rights and Safeguards</li> </ol> </li> <li>2. Case Manager completes Drop Slip and sends it to EasyIEP Team and the District Registrar/Pupil Accounting contact.</li> </ol>

### Student enrolls in a private, parochial, or a registered homeschool.

	SITUATION	PAPERWORK	ACTION
2a	<p><b>Student has a current IEP. Eligibility is current.</b></p> <p><b>Operating District may or may not be the same as Resident District, but student lives within our ISD.</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">Add/Change/Drop Form</a></li> <li>● Prior Written Notice</li> <li>● Nonpublic Service Plan, if needed</li> <li>●</li> </ul>	<ol style="list-style-type: none"> <li>1. Operating District district representative or designee completes PWN and includes what the district is proposing for related services until a NPSP is completed within 30 school days.                             <ol style="list-style-type: none"> <li>a. Send PWN to parents and email to Scanning.</li> </ol> </li> <li>2. Operating District Case Manager sends an Add Slip to EasyIEP team to transfer or activate the student.                             <ol style="list-style-type: none"> <li>a. If the Operating District is different from the Resident District, consider Note #2, inform the Operating District District Registrar/Pupil Accounting contact.</li> </ol> </li> <li>3. Case Manager confirms and/or updates IEP team members in EasyIEP.</li> <li>4. Schedule and complete a NPSP for students who are eligible to receive related services. (Mark as annual). Email to scanning.</li> </ol>
2b	<p><b>Student has an expired IEP. Eligibility may or may not be current.</b></p> <p><b>Operating District may or may not be the same as Resident District, but student lives within our ISD.</b></p>	<ul style="list-style-type: none"> <li>● New Enrollment</li> <li>● Revaluation, if needed</li> <li>● IEP</li> <li>● Nonpublic Service Plan, if needed</li> </ul>	<ol style="list-style-type: none"> <li>5. Operating District district representative or designee completes New enrollment and includes what the district is proposing for related services until an IEP and/or NPSP is completed within 30 school days.                             <ol style="list-style-type: none"> <li>a. Send New Enrollment to parents and email it to EasyIEP Team.                                     <ol style="list-style-type: none"> <li>i. If the Operating District is different from the Resident District, consider Note #2, inform the Operating District District Registrar/Pupil Accounting contact.</li> </ol> </li> </ol> </li> <li>6. Case Manager confirms and/or updates IEP team members in EasyIEP.</li> <li>7. If evaluation is needed, use the Non-Public Service Plan flowchart, and complete a reevaluation IEP.</li> <li>8. If evaluation is not needed and IEP is expired, complete an annual IEP.</li> </ol>

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			9. Schedule and complete a NPSP for students who are eligible to receive related services. (Mark as annual). Email to scanning.
3.	<p><b>Student has a current or expired IEP. Eligibility may or may not be current.</b></p> <p><b>Student transfer within Michigan from a district outside of North Ed or from outside of Michigan</b></p>		This happens infrequently. Check with your supervisor to review process described in 2b; these will be a combination of situations from both quick guides and dependent on the Operating District.

### Evaluation (Initials and Re-evaluations)

	SITUATION	PAPERWORK	ACTION
4.	<p><b>Student is due for a re-evaluation due to three year timeline or parent/district request.</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">Nonpublic Evaluation Guidance</a></li> <li>● Nonpublic Redetermination of Eligibility letter</li> <li>● PWN, if needed</li> <li>● <a href="#">Add/Change/Drop Form</a></li> <li>● REED/Eval Plan</li> <li>● MET Report</li> <li>● IEP</li> <li>● NPSP, if necessary</li> </ul>	<ol style="list-style-type: none"> <li>1. Reference the Nonpublic Evaluation Guidance and SE Public Quick Guide.</li> <li>2. Confirm the Operating District and Resident District.</li> <li>3. Operating District Representative (or designee) sends Nonpublic Redetermination of Eligibility letter and/or <a href="#">Homeschool Redetermination of Eligibility</a> letter and makes phone call to parent offering 3 year evaluation.</li> <li>4. If parents do not agree to REED/Eval Plan, then document this in PWN and send to parent and email to Scanning. Student would not be eligible for a NPSP.</li> <li>5. If parents agree to REED/ EvalPlan and the student does not have a NPSP (previous IEP was RR only) the student has to be reactivated in EasyIEP. Email an Add Slip to EasyIEP Team. Note: If student's Resident District is different from Operating District, see Note #2 in heading.</li> <li>6. If moving forward with a re-evaluation is needed, use the <a href="#">Nonpublic Evaluation Guidance</a>, and complete a reevaluation IEP.</li> <li>7. If student is not eligible for services or parent does not want a NPSP, email a Drop slip to EasyIEP Team to inactivate the student (Exit Code #15).</li> </ol>
5.	<p><b>Parent requesting an Initial special education evaluation for the child enrolled in a nonpublic school setting</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">EasyIEP Demographic Sheet</a></li> <li>● EasyIEP REED/Eval Plan</li> <li>● NPSP Flow Chart</li> </ul>	<ol style="list-style-type: none"> <li>1. Confirm the Operating District and Resident District.</li> <li>2. Reference the <a href="#">Nonpublic Evaluation Guidance</a></li> <li>3. Follow Special Education Quick Guide Situation #1 REED/Evaluation process.</li> </ol>

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<b>6.</b>	<p><b>The parent requesting an Initial special education evaluation for the child being homeschooled.</b></p> <p>**The Homeschool does not have to be MDE registered to conduct the evaluation.</p> <p>**Student does not need to be enrolled in the Resident District to conduct the evaluation.</p>	<ul style="list-style-type: none"> <li>● <a href="#">EasyIEP Demographic Sheet</a></li> <li>● EasyIEP REED/Eval Plan</li> <li>● NPSP Flow Chart</li> <li>● SE Public Quick Guide</li> </ul>	<ol style="list-style-type: none"> <li>1. Confirm the Resident District.</li> <li>2. Resident District representative or designee contacts SAS for assistance regarding evaluation process.</li> <li>3. District Representative (or designee) sends the following to the parent of homeschool student             <ol style="list-style-type: none"> <li>a. <a href="#">Homeschool Parent Initial Request Letter</a></li> <li>b. <a href="#">Family Matters Nonpublic and Home Schools Fact Sheet</a>, and</li> <li>c. <a href="#">Home Schooling in Michigan</a></li> </ol> </li> <li>4. Follow Special Education Quick Guide Situation #1 REED/Evaluation process.</li> <li>5. For homeschool student, Service Area Supervisor confirms the parent is registered using the MDE Nonpublic Membership Report by emailing <a href="mailto:nonpublicschools@michigan.gov">nonpublicschools@michigan.gov</a>.</li> <li>6. Use <a href="#">Nonpublic Evaluation Guidance</a></li> </ol>
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<i><b>Nonpublic Service Plan</b></i>			
	<b>SITUATION</b>	<b>PAPERWORK</b>	<b>ACTION</b>
<b>7.</b>	<p><b>Consideration of addition or termination of service</b></p> <p>The student continues to be eligible for Special Education Services and Programs for a student with a NPSP</p>	<ul style="list-style-type: none"> <li>● EasyIEP REED/Eval Plan</li> <li>● <a href="#">Nonpublic Evaluation Guidance</a></li> <li>● SE Public Quick Guide</li> <li>● IEP</li> <li>● NPSP</li> <li>● <a href="#">Add/Change/Drop Form</a>, if needed</li> <li>● <a href="#">Add/Change/ Drop District Exit Codes</a>, for reference</li> </ul>	<ol style="list-style-type: none"> <li>1. If additional evaluation data is required to determine need, then complete the EasyIEP REED/Eval Plan.             <ol style="list-style-type: none"> <li>a. Reference Nonpublic Evaluation Guidance and SE Public Quick Guide (Situation #6).</li> <li>b. Resident District representative or designee convenes IEP team meeting or amendment and offers FAPE within 30 school days of district receipt of parental consent for evaluation.</li> </ol> </li> <li>2. Conduct or amend NPSP for students who are eligible to receive related services.</li> <li>3. If student no longer has any services, they will no longer be eligible for a NPSP. Complete a Drop Slip (Code #15) and email EasyIEP Team. This assumes student still is eligible with an IEP in their Resident District. If student does not have programming on their IEP, refer to Situation #5.</li> </ol>
<b>8.</b>	<p><b>Parent requesting nonpublic service plan for a child being homeschooled with current IEP that only has resource room programming (no related services).</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">Family Matters Nonpublic and Home Schools Fact Sheet</a></li> <li>● <a href="#">Home School in Michigan</a></li> <li>● <a href="#">Procedural Rights and Safeguards</a></li> </ul>	<ol style="list-style-type: none"> <li>1. District Representative (or designee) sends the following to the parent:             <ol style="list-style-type: none"> <li>a. Procedural Rights and Safeguards</li> <li>b. Family Matters Nonpublic and Home Schools Fact Sheet, and</li> <li>c. Home School in Michigan</li> </ol> </li> <li>2. After sending the above to the parent, District Rep or team member contacts the parent to discuss any parent concerns or questions related to Nonpublic Service Plans.</li> </ol>

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			<ul style="list-style-type: none"><li>a. If, with clarification, parent no longer wants a NonPublic Service Plan meeting, District Rep send a letter explaining district's refusal to hold a NonPublic Service Plan meeting.</li><li>b. If parent feels their child is in need of ancillary services, refer to Situation #7.</li></ul>
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