

GUIDANCE FOR FILLING OUT THE SPECIAL EDUCATION NEW ENROLLMENT/PWN

When a student with an IEP transfers into your school district from another school district, the Principal/Designee completes the **New Enrollment in Special Education** form immediately and sends it to the EasyIEP Team at Northwest Education Services. The New Enrollment contains a Prior Written Notice within it, so there is no need to complete an additional PWN.

Section 1: Demographics

- Today's Date*: the date the form is filled out
- Student's Enrollment Date*: the date the student enrolled in your school
- Student's Legal Name*: student's legal name needs to be used (last/first/middle)
- UIC#*: must be the 10-digit number assigned by MSDS (if student does not have a number contact your district's pupil accounting office to request one)
- Birthdate*: please double-check for accuracy
- Grade*: the grade into which the student will be enrolled
- Race/Ethnicity*: if left blank, the student will be entered as Caucasian (PCG required field)
- New School Attending*: the name of the school the student will be attending
- Operating School District*: the school district that the student will be receiving services in
- Resident School District*: the school district in which the student lives
- County of Residence*: the county in which the student lives
- Parent/Guardian Name(s)*: the name(s) of the of the parent(s)/legal guardian(s) of the student
- Relationship to Student*: the relationship of the parent(s)/legal guardian(s) to the student
- Address*: the address of the parent(s)/legal guardian(s)
- Phone Number(s)*: the phone numbers, including area code, of the parent(s)/legal guardian(s).
- City/ State/ Zip Code*: the city, state, and zip code of the parent(s)/legal guardian(s)
- Email address*: of the parent(s)/legal guardian(s)
- SE Teacher/Case Manager*: the name of the person assigned to be the case manager. Typically this is the Special Ed teacher assigned to the student.
- Student's Disability*: the disability listed on the most recent IEP
- Most Recent IEP Date*: most recent IEP date from the previous school. If the IEP is expired, the district must hold a new IEP within 30 school days
- Most Recent Re-evaluation Date*: most recent re-evaluation date from the previous school
- Previous School Attended*: most recent school previously attended. If the student's eligibility has expired, the district is required to complete a three year redetermination of eligibility.
- Previous School District*: if the previous school district is outside of our five county region including Benzie, Antrim, Kalkaska, Leelanau and Grand Traverse, then include a copy of the most recent IEP and MET report of the student along with this New Enrollment.

Section 2: Current Offer of FAPE

Description of the action the school district proposed to take: only one of these options should be checked. Choose either:

- Implement the IEP with no modifications: OR**
 - Checking this box indicates the district will be implementing **all** of the supplemental aids (including conditions) and services (frequency and duration), goals/objectives, and programs/services (frequency and duration).
 - Enter previous school and date of the previous IEP.
- Implement the IEP with modifications and will hold a new IEP within 30 school days of student's enrollment.**
 - Checking this box indicates the district will **not** be implementing **all** of the supplemental aids (including conditions) and services (frequency and duration), goals/objectives, and programs/services (frequency and duration).
 - Enter previous school and the date of the previous IEP.

Explanation of Modifications, if the district is modifying the offer of FAPE:

A description of all of the changes to the current IEP needs to be documented in this section.

- The student's needs must be addressed through supplemental aids, goals/objectives, and programming/services. Your district may choose to address the student need(s) in a temporary alternate way prior to holding a new IEP.
- Provide explicit language of changes to goals/objectives, supplemental aids and services, and programs and services.

Section 3: Programs, Services and IEP Team

This section must be completed whether implementing the current IEP or making some modifications. Referring to the most recent IEP, list each Program or Service the student will be receiving, the session length/range, the number of sessions (be sure to include whether it's per day/week/month), and the provider/staff name (this should be an individual person rather than a discipline, school, or district). Also list the Consult Services in a similar manner.

- Personal Care*: indicate whether the student will be receiving personal care services.
- Specialized Transportation*: indicate whether the student requires transportation services and if so, what kind.
 - An LEA Special Bus provided by the local school district and is adapted with a lift or other special equipment.
 - An ISD Special Bus provided by NorthEd/Dean Transportation that is used primarily for students attending Center-Based programs.
- Extended School Year*: referring to the previous IEP, indicating whether the student will receive extended school year services.

Section 4: Explanation of FAPE Offer

- Give an explanation of why the district is proposing to implement the IEP or Implement the IEP with modifications.
- Enter description of the procedure, assessment record, or report the district used in deciding to propose or refuse the action.
- Enter description of any other choices that the IEP team considered and the reasons why those choices were selected.

Section 5: Signature of District Representative or Designee

The District Representative or Designee signs and dates the New Enrollment Form. Usually this is the School Principal.

Section 6: Delivery Means (to Parent/Guardian)

A team member needs to:

- Scan and email the completed New Enrollment Form/PWN, Medicaid Parent Permission, and a copy of the most recent IEP and MET (if a student enrolls from outside of Northwest Education Services) to the North Ed IEP Team immediately.
- Provide the parent with a copy of the New Enrollment/PWN and a copy of the Procedural Safeguards.
- Ensure that the programs/services that the district has indicated are implemented.

If you have questions about the New Enrollment process, please call the EasyIEP Helpdesk at 231-922-6244.

Email the completed New Enrollment to the Easy IEP Team so they can ensure the student is correctly activated in PCG and that any existing PCG records are transferred:

Easy IEP Team

Sharon Heersema, sheersema@northwested.org, ph. 231-922-6213

Laura Echols, lechols@northwested.org, ph. 231-922-6385