

Additional netIEP Procedures

Completing a Transfer IEP for a Student Within netIEP System

1. Start a new IEP—Select **IEP Amendment**.
2. Update the Student Record. Insert new Student/Parent Address Information and Home School.
3. Complete **19-Amendment** form. Indicate accepting prior IEP with new student and district information. Insert the date for amended IEP to begin, (middle of the form).
4. On **04-Conference Summary** form it is not necessary to change the date of the meeting. Mark the **Other** box and insert **Transfer IEP/Accept**.
5. Fill out **18-Schedule of Educational Services** form including duration of services box. Must show the same services as prior IEP if accepting prior IEP with new begin date. Adjust Bell to Bell and Instructional mpw as needed.

Completing a Transfer IEP for a Student Not Within netIEP System, (Out-of-Cooperative Student)

1. Begin the Student Record. Enter Student Information, School, Dates, Disability, Parent Information, and Service Providers. Complete other areas of Student Record as applicable for each student.
2. Start a new Initial IEP.
3. “**Enter IEP Date**”. Use the begin date of the most recent IEP from the previous district.
4. Complete **19-Amendment** form. Indicate accepting prior IEP with new student and district information. Insert the date for amended IEP to begin, (middle of the form).
5. On **04-Conference Summary** form mark the “**Other**” box and insert **Transfer IEP/Accept**.
6. Fill out **18-Schedule of Educational Services** form including duration of services box. Must show the same services as prior IEP if accepting prior IEP with new begin date. Adjust Bell to Bell and Instructional mpw as needed.
7. Scan/attach prior IEP forms as appropriate.