



NEW ENROLLMENT GUIDELINES

(The [New Enrollment form](#) is available on the [MOISD Website](#), under SPEC. ED. FORMS AND RESOURCES)

The MOISD one-page New Enrollment form, is also your district's Parental *Prior Written Notice*.

Notice is written information given to the parent by a district to explain an action the district wants to take regarding a new/transfer student who has a disability.

The MOISD New Enrollment/Prior Written Notice form *requires* an Administrator or District Designee signature, date, and response as to how the Notice was given to the parent. *This includes the confirmation that the MDE Procedural Safeguards Notice was provided to the parent.*

Required information is found and completed at the bottom of the New Enrollment form:

Administration/District Designee (REQUIRED): _____ Date: _____
(Signature)

* Prior Written Notice and Procedural Safeguards Notice provided to parent/guardian:

Date of Delivery: _____ Delivered By: _____ In Person By Mail By Email

For All New Students:

- Complete all demographic information
- **Make sure you have a copy of the student's most recent IEP & MET.** These records will be uploaded into EdPlan.
- Complete IEP IMPLEMENTATION DETERMINATION
 - A** = district will implement the student's current IEP (only if the previous district used EdPlan, and your district can provide identical programs and services, assessments, supplementary aids and services, etc.)
 - B** = student will receive comparable service(s) according to their current IEP. An IEP team meeting will be held within 30 school days of enrollment.
- **Specialized Transportation** - Yes or No
- **ESY** - Yes or No
- District Representative signs dates and acknowledges how the parent received notice.
- The parent can sign and date the Medicaid Consent form included with the New Enrollment form.

For Out-of-State Move-ins:

- Select **B** under IEP IMPLEMENTATION DETERMINATION: the student will receive comparable service(s) according to their current Out-of-State IEP.
- *If the student has a valid Michigan MET, a 30-Day Placement IEP will be held.*
- *If a student's MI MET expired less than 1 year ago, a ReEvaluation REED **must** be completed and a 30 day ReEvaluation IEP **must** be held.*
- *If the student never had a MI MET or if the MI MET expired more than a year ago an [Initial Referral](#) along with a **completed New Enrollment form must be completed** - New Enrollment timelines will then revert to *Initial Referral/REED/IEP* timelines.*

EdPlan Reminder:

When completing the **IMPLEMENTATION DETERMINATION** section:

- Select **A** only if previous district used EdPlan, and your district can provide identical programs and services, assessments, supplementary aids and services, etc.
- Select **B** if the previous district did not use EdPlan.

***SEND COMPLETED FORM TO: specialeducation@moisd.org

March 2022