



Ann Arbor Public Schools  
STUDENT INTERVENTION & SUPPORT SERVICES  
2555 South State Street  
Ann Arbor, Michigan 48104-6145  
Telephone & TDD (734) 994-2318, Voice Mail Boxes 994-8292, Fax 994-1826

## FORMS INSTRUCTION MANUAL Section 4: 30 Day Placement Information

### **30 Day Placement Process**

#### **R 340.1722e Previous enrollment in special education**

Note: **BLUE** text is from the Michigan OSE/EIS Evaluation Review Manual (5/27/2003).

#### **WHAT are we required to offer a new student who has a CURRENT IEP from ANOTHER DISTRICT?**

If a student who received special education programs or services through a current IEP in another school district becomes a resident of Ann Arbor, the student ***must*** be enrolled in the Ann Arbor Public Schools regardless of where the student is placed.

R 340.1722e Previous enrollment in special education.

Rule 22e. (1) If a student who currently receives special education programs or services enrolls in a new school district, then the new school district shall do either of the following:

- (a) With the parent's consent, immediately implement the student's current individualized education program.
- (b) With the parent's consent, immediately place the student in an appropriate program or service and convene an individualized education program team meeting within 30 school days to develop an individualized education program.

AAPS will implement what can be offered in the student's home school or in the district.

#### **WHAT do we do if the PARENT DOES NOT CONSENT to programs and services offered?**

(2) If the parent does not provide consent for placement, then the school district will implement the student's current individualized education program to the extent possible and an individualized education program team meeting shall be convened to develop a new individualized education program as soon as possible, but not later than 30 school days.

*If the parent(s) refuse programs and/or services, contact the building SISS Assistant Director.*

## **HOW do we ENROLL A STUDENT with a CURRENT IEP from ANOTHER DISTRICT?**

1. When a student with a current IEP enrolls, the building administrator and/or a special education designee will meet with the parents to discuss previous programs and services and review available documents submitted by the parents. If the parent(s) do not bring an IEP, the building administrator or designee must call the previous school district to confirm special education programs and/or services.
2. The building administrator and/or special education designee must complete the 30-Day Placement form. The principal will designate staff to enter the 'placeholder' into ENCORE! (Remember: Do not attach the form itself to the student's file in ENCORE!). The Request for Disclosure Information section must be completed on the 30 Day placement form to obtain parental consent for information to be released from the previous district. If information is not received from the previous district, the student is to be placed according to information provided by the parent(s) pending receipt of records from the previous district.
3. Complete the 30 Day form indicating AAPS will implement what can be offered in the student's home school or in the district. If it is determined that the appropriate programs and/or services are not available in the student's home school, the building administrator will contact the SISS administrator assigned to the building to discuss options.
4. An Office Professional at SISS will process the 30-Day Placement form and confirmation of receipt will be emailed to the building administrator within 3 school days.
5. During the 30 Day placement period the building team will gather relevant assessment, observational, and other pertinent information for educational planning and placement. Students entering from a district in Michigan with a current (within 3 years) and complete reevaluation do not need a new Multidisciplinary Evaluation Team evaluation and report (MET) if staff find academic, social/emotional, and behavioral functioning to be consistent with the current eligibility.
6. If further information is deemed necessary to determine a student's present level of academic achievement and functional performance (PLAAFP), the team must complete a Student Evaluation Review (SER), conduct assessments requested, and convene an IEP within 30 days of parent signature.

**Are there EXCEPTIONS to the 30 Day Placement Procedures above?**

- 1) The building team must reevaluate a student who enters with a classification that is not an eligibility category under Michigan Rules (i.e. Behaviorally Disordered). Determine if the student meets criteria under Michigan Rules. In this instance an Initial Student Referral (ISR) is used to identify evaluation team members and secure parent permission (there will be a **30 Day Placement** and an **ISR** completed for a student under these circumstances). Current evaluation information from previous assessments may be considered when conducting the reevaluation.
  
- 2) A multidisciplinary team must conduct a thorough review of all student files entering with a Cognitive Impairment (CI) eligibility. If there is any question regarding data in one or more of the areas under CI criteria, further evaluation is required and a comprehensive MET report completed within 30 days.

***The 30-Day Placement IEPT meetings must be held and completed within 30 school days.***

**WHO is required to SIGN the 30 Day Placement form?**

Both the building administrator and parent must sign the 30-Day Placement form. The principal will designate a staff person to send the 30 Day Placement form (fax copy and mail original) within one school day to SISS. An SISS Assistant Director will review it and sign it upon receipt.

***30 Day Placements in ENCORE!***

After the form is completed per the guidelines above, add the following information to ENCORE!

- 1) Locate the student. Note: he/she is likely considered "Regular Ed." and has "No Records". The student must have already been entered in SASI or will not be in ENCORE! <NOTE: Students enrolled in SASI today will appear in Encore tomorrow.>
- 2) In the *Action Center*, click **ADD EVENT GROUP**.
- 3) From the list, check "30-Day Placement".
- 4) In the *Action Center*, click **CREATE**.
- 5) The Forms Option window appears, **select "NO: Do not use forms..."**
- 6) Follow the prompts above the purple bar; enter the necessary information for saving and locking the 30-Day event (e.g. actual date, school providing services, can implement IEP, etc.). You will also be prompted to change the student's status from Regular Ed to Special Ed as part of the locking process.
- 7) Once locked, ENCORE! generates a draft *Annual Review* and due date (30 school days).