



FORMS INSTRUCTION MANUAL Section 4: 30 Day Placement Information

ENROLLMENT AND ROUTING PROCESS

Section Four of the SISS Procedures Manual on the SISS web site contains information for completing a 30 Day Placement under **R 340.1722e Previous enrollment in special education** at:
http://www.aaps.k12.mi.us/siss.policies/files/30_day_process.pdf

The **30 Day Placement form** is available on the SISS web site:
http://www.aaps.k12.mi.us/ins.home/siss.staffresources/siss_forms (there is an underscore between siss_forms)

AT THE BUILDING LEVEL:

- 1) The principal will establish building procedures for enrolling students on a 30-Day Placement and designate staff to meet with the parent(s) to complete the 30 Day Placement form and related tasks such as requesting additional information and/or documents from the student's previous school.
- 2) 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!).
- 3) The principal will review the 30 Day Placement form and sign the document. A new section has been added for the building administrator's signature.

Section E – To Be Completed By Building Administration

Building Administrator Signature _____

Date Received _____

- 4) The principal will designate a staff person to return the 30 Day Placement form (fax copy and mail original) within one school day to SISS.

AT THE DISTRICT LEVEL:

- 6) The SISS office team will forward the 30 Day Placement form to the appropriate A.D. for review.
 - a. If the A.D. has any concerns, he/she will contact the building directly within one school day.
 - b. If the A.D. has no concerns, he/she will sign it and return to the SISS office team within one school day.
- 7) The SISS office team will record the information in RMS and logs into ENCORE! to confirm that a 'placeholder' has been entered.
- 8) The SISS office team will send an email to the building confirming receipt of the 30 Day Placement form and creates a file for the student.