

# Move In Conferences

<u>Person(s) Responsible</u>	<u>Step-by-Step</u>
Teacher of Record	<ol style="list-style-type: none"> <li>1. Make sure STN has been pulled in by your school.</li> <li>2. Make sure student has been reported in real time.</li> <li>3. Check to see if the student's name comes up in the Indiana IEP.</li> <li>4. Contact Andy Pfautz at ROD to make transfer request.</li> <li>5. School sends IEP and evaluation to ROD.</li> <li>6. School psychologist sends school Move In/ Review of Records.</li> <li>7. The TOR begins in the IEP Process in IIEP.</li> <li>8. The TOR selects "Move In" as a purpose in the IEP Process.</li> <li>9. A reminder appears in red to have an IIEP District Administrator enter eligibility information.</li> <li>10. TOR contacts District Administrator with student information.</li> </ol>
District Administrator	<ol style="list-style-type: none"> <li>11. District Administrators can enter/update evaluation data in the blue Eligibility Button on the student menu. Here dates of eligibility may be changed or entered and eligibility categories added.</li> <li>12. The eligibility date in IIEP is the date of the last IEP meeting.</li> <li>13. Enter the information and click the button at the bottom of the page to "Update the Database".</li> <li>14. Check the boxes next to the changes and select Yes/No for eligibility.</li> <li>15. Save the changes.</li> </ol>
Teacher of Record	<ol style="list-style-type: none"> <li>16. Once all steps are complete, the move in conference may continue in the IEP Process. There is no need to complete the Preconference Planning or Evaluation Processes as long as the incoming evaluation data is acceptable.</li> </ol>

Updated 2/21/12