

ANCHORAGE SCHOOL DISTRICT  
SPECIAL EDUCATION

MEMORANDUM

FEBRUARY 1, 2006

TO: SPECIAL EDUCATION AND RELATED SERVICES  
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR  
SPECIAL EDUCATION

RE: CLARIFICATIONS ABOUT ACCEPTING AND PROCESSING OUT  
OF DISTRICT IEPS

***What is the first step in response to a parent providing an out of district IEP?***

1. Have parent sign a Release-of Information. This can be done through the administrative assistant when the student enrolls in school. Please note that even in-state districts should be sent a release of information when ASD requests a copy of their special education records. Contact the previous district ASAP (phone and/or fax, if possible). Send the signed Release-of-Information form requesting special education records:
  - a. Copy of the current out-of-district IEP
  - b. Copy of out-of-district Eligibility Report

**NOTE: Be persistent in acquiring complete paperwork, document efforts to contact the prior school district and be prepared to re-evaluate if the records do not arrive within 45 calendar days.**

***If I receive the records, how do I proceed?***

1. Upon receipt of the records requested, the school psychologist reviews the ESER with other team members including those related services indicated on the IEP and ESER to determine the next logical step for the team.
2. Duplicate the OOD ESER and OOD IEP in the ASD IEP program. Indicating on the signature lines of both "OOD IEP/Elig – See PWN". Attach copies of the OOD IEP and Eligibility.

Most likely the team will have one of the following three choices:

1. Accept the OOD IEP without change to any part of the IEP contents; a PWN is written stating that no changes will be made to out of district paperwork and will be implemented as is.

2. Change goals or reword the goals of the IEP to ensure that it reflects our district requirements; meet with parents and members of team to review IEP, amend goals as agreed upon by the team.
3. Accept the OOD IEP for a brief period while conducting informal or formal evaluation and then working as a team to write a new IEP (this will most likely be done if the OOD IEP:
  - Is due for annual review within 6 weeks of ASD receiving the OOD IEP;
  - Is substantially different from the IEP this district might author for a student similarly situated;
  - Is overdue for annual review.)
  - a. A PWN should be authored indicating that temporary services will be provided until a new IEP and/or eligibility is completed.  
**NOTE: Since there is not an actual IEP on which these services are based, attendance should be kept, but the student will not be counted as a special education student on your caseload.**
  - b. Consult with related service providers, if applicable, and indicate on the PWN the number of special education service hours and related service hours that will be provided during the interim period. A Notice of Procedural Safeguards must be provided at this time – notation of this should be written on the PWN.
  - c. Begin the referral process if documentation of eligibility has not been received.

***What steps must the team follow to accept the OOD IEP with changes to the IEP goals to ensure that it reflects our district requirements?***

The team does the following:

1. Complete the ESER with a summary of information from the prior OOD ESER – attach a copy of prior ESER to the copy that will go to Special Education Records. Indicate date and team members of prior ESER with notation that “OOD IEP – see PWN” in the signature portion of the ESER
2. Meet with parent and members of team to review IEP, amend goals as agreed upon by the team.
3. Complete the IEP in our program – although this is an amendment of the student’s IEP, it will be the first time this student will have an IEP record in the ASD IEP program. The fact that this IEP is an amendment of the student’s existing IEP is documented on the PWN regarding the decision made at this meeting.
  - This means that the team need not duplicate the previous IEP word for word in our program, just to “click” amendment so that the IEP program sees this document as an amendment.
  - Please note that the annual review date of the student’s IEP doesn’t change.

***What happens if the OOD requires translation?***

Teacher consultants or department chairs can contact Eudora Fraczek at 742-4281 to facilitate translations.

***What happens if the student needs a surrogate parent?***

If a student requires a surrogate parent, make sure to contact the Surrogate Parent Program (742-4048) immediately and complete a Surrogate Parent Request form and Surrogate Parent Documentation Form.