

## **Transfer In Procedure for a Student WITH an IEP in EmbraceIEP**

1. Open the Student Info section to check/add:
  - a. Next Annual Review Date
  - b. Special Education Eligibility
  - c. Grade
  - d. School Year
  - e. Home School
  - f. Serving School
  - g. Student and Parent/Guardian demographics
2. If the IEP is from outside of BHASED, duplicate the IEP. (District person with Administrative privileges).
  - a. Name IEP/Event of the duplicated IEP "Transfer-In/Transfer-Out" with date of enrollment.
  - b. Each page of the duplicated IEP will need to be opened to show the green/black check marks.
3. If the IEP is from another district within BHASED, the IEP may be amended.
4. If the team decides to accept the current IEP as written with minor changes, AMEND the IEP. On "Additional Notes/Information" explain date student started at your district and whether or not the IEP dated \_\_\_\_\_ will be accepted as written with changes of: (i.e. bell to bell minutes, instructional minutes, minutes for special education classes, related service minutes, etc.)
5. Complete an "Educational Services & Placement" form to reflect the current placement and Related Services at your school.
6. Open the "Student Tracking/FACTS Form".
  - a. Check "New Student" box
  - b. Date of Enrollment
  - c. Select "Enrolled"
  - d. Verify Student's demographic information. If you make any changes, click "Refresh" to update the student information on the FACTS Form.
  - e. Save
7. Click **ACTIVE**
8. Click **Submit IEP**