

Transfer In Procedure for a Student WITHOUT 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. Create "New IEP/Event" for "Transfer-In/Transfer-Out".
3. Add Forms that are Required and Suggested.
4. Complete "Notification of Conference"
5. Print page 2 of the "Conference Summary Report" for meeting sign in purpose
6. Upload the current paper copy of the IEP into this IEP event.
7. On "Additional Notes/Information" explain date student started at your district and whether or not the IEP dated _____ will be accepted as written.
8. Complete an "Educational Services & Placement" form to reflect the current placement and Related Services at your school.
9. 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
10. Click **ACTIVE**
11. Click **Submit IEP**