Move In Conferences

Person(s) Responsible	Step-by-Step	

Student Records Manager and/or School Secretary	1. Enroll Move-in student in student information system.
	 2. Submit updated DOE-RT (Real Time) including new student's STN and other details.
	 3. The new student will appear in Indiana IEP two days after the DOE-RT submission is complete.
	 4. The student appears in Indiana IEP.
	   a. The student will appear with no records
	   b. Or IIEP will activate previous records if the student has been enrolled there in the past.	

IIEP - District Administrator - Transfer	**Student has previous records in IIEP** • Complete the transfer request form in Indiana IEP to request the transfer of student records from the student's previous school district. • Previous District consents to the transfer. • Current District Administrator confirms the transfer of records. • The student	**Student has an IEP and no records in Indiana IEP** • 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. The eligibility date in IIEP is the date of the last IEP meeting. • Enter the information and click the button at the bottom of the page to "Update the Database". • Check the boxes next to the changes and select Yes/No for eligibility. • Save the changes.
Teacher of Record or Case Manager	5. Once the transfer is complete or the District Administrator has entered the student data, the Teacher of Record (TOR) or case manager begins the IEP Process in IIEP. 6. The TOR or case manager selects "Move In" as a purpose in the IEP Process. 7. Enter the student's enrollment date. 8. Convene the case conference and complete the IEP. 9. There will be no need to complete the Preconference Planning or Evaluation Processes as long as the	

	incoming evaluation data is acceptable.