

Request for Immediate Placement Special Education Program and Services

SECTION 1: This portion completed by Parent/Guardian at Enrolling School

Student Information

First Name	
Last Name	
Birthdate	
Age	
Street Address	
City/State/Zip	

Parent/Guardian Information

First Name	
Last Name	
Email Address	
Home Phone	
Work Phone	
Mobile Phone	

OFFICE USE ONLY	Date of Enrollment with Midland Public Schools
	Date MPS was made aware the student receives Special Education Programs and/or Services <i>This date will be used to determine the 30 Day timeline</i>

Previous School District Information

District	
School	
Street Address	
City/State/Zip	
Phone Number	
Fax Number	

Midland Public Schools Information

School	
Grade	

I give permission for release of confidential school records to include: Special education file, IEP's and MET reports from the previous school district. Parental permission is not required, however, when records are requested by authorized school personnel in compliance with "Federal Education Rights & Privacy Act, Final Rule on Education Records which states that schools may send a student's education record to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record, if desired, and have an opportunity to challenge the content of the record. Federal Register, June 17, 1976; Vol. 41, No. 118, Page 24675."

I understand I will have opportunity to offer input regarding my child's special education placement in Midland Public Schools.

Signature of Parent/Guardian or Student if 18 years of age or older _____ Date _____

***** Once above is completed, please fax or mail to Special Services *****

SECTION 2: This portion to be completed by Special Services Director or Supervisor

Eligibility <i>(check box)</i>	<input type="checkbox"/> Autism Spectrum Disorder (R340.1715)	<input type="checkbox"/> Other Health Impairment (R340.1720)
	<input type="checkbox"/> Cognitive Impairment (R340.1705)	<input type="checkbox"/> Physical Impairment (R340.1709)
	<input type="checkbox"/> Early Childhood Developmental Delay (R340.1711)	<input type="checkbox"/> Specific Learning Disability (R340.1713)
	<input type="checkbox"/> Emotional Impairment (R340.1706)	<input type="checkbox"/> Speech & Language Impairment (R340.1710)
	<input type="checkbox"/> Hearing Impairment (R340.1707)	<input type="checkbox"/> Visual Impairment (R340.1708)

Other (explain) _____

Initial or Re-Eval Date _____

Most Recent IEP Date _____

Notes/Comments _____

Check this box if additional space is needed for Services and use back or attach additional sheet

MIDLAND PUBLIC SCHOOLS PLACEMENT

Program	
Rule	
Program Frequency	
Caseload Teacher	

Service	
Rule 340.	
Service Frequency	
Service Provider	

Service	
Rule 340.	
Service Frequency	
Service Provider	

Service	
Rule 340.	
Service Frequency	
Service Provider	

Specialized Transportation Needs

<input type="checkbox"/> No	Explain Need/Details:
<input type="checkbox"/> Yes	

Notification of Placement to Parent/Guardian

Notified By	
DATE	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Other

The IEP from the previous district continues to be appropriate. An IEP will be held before the annual review date of:

>>> Date _____

This placement is temporary and an IEP will be convened within 30 school days to review the placement and/or make revisions in the program. An IEP meeting will be held on or before the date of:

>>> Date _____

SPECIAL SERVICES - OFFICE USE ONLY

_____ Date Records Requested from Previous District	_____ Permission to Place entered in Illuminate
_____ Date Records Received from Previous District	_____ Form & Records Uploaded to Illuminate under Student Uploads
_____ Date to Verifier for Placement (Director or Supervisor)	_____ Transportation Notified METHOD _____
_____ Date returned by Verifier (Director or Supervisor)	_____ Building Notified via Email (with attached completed form and records)