

Permission to Place Process

1. **School site secretary** verifies residency upon enrollment, enters student in Skyward.
2. **School site secretary** requests and obtains special education records from previous district.
3. **School site secretary** sends IEP from previous district to **special ed. appointee:** _____
(fill in appointee per district-could be school counselor, principal, or special ed. teacher) and notifies them to start Permission to Place in Illuminate.
4. **Appointee** reviews IEP and completes Permission to Place in Illuminate. Appointee prints Permission to Place and brings to district administrator for signature.
5. **LEA-Local Education Agency (district) Administrator** (usually principal or assistant principal, the district administrator must be person who can allocate special ed. funds) signs form.
6. **LEA Administrator** gives the form and previous IEP to **special ed. secretary**.
7. **Special ed. secretary** does the following:
 - a) Upload the attached documents to Illuminate
 - b) E-mail the Special Ed. Teacher & all applicable ancillary service providers
 - a. that this Permission to Place has been processed and is available for view in Illuminate
 - b. specify services should begin immediately and student picked up on caseload
 - c) If IEP and/or REED is due, start that process
 - a. if transfer was from out-of-state: both IEP & REED need to be set up for no more than 30 school days after date of enrollment
 - b. for students coming from another district in MI but outside of Newaygo County: only IEP needs to be set up
 - c. Neither need to be set up for a student from within Newaygo County unless due or the special ed. teacher/current IEP team requests it
 - d) Mail copy of Permission to Place to parent
 - e) Send original Per. to Place to applicable school for filing in special ed. section of CA-60
8. **School site secretary** puts hard copy of Permission to Place (as well as any special ed. records received) in the special ed. file accompanied with CA-60.

ALL original paperwork: goes in CA-60 or special ed file accompanying CA-60.