**EXITS**

Exits – Fill out exit sheet (student movement form) found at <http://tpsspecialeducation.weebly.com/faq.html>. This form needs to filled out and handed to your building CT within 10 school days of a student moving.

If a student has been out of school for 10 consecutive school days, please email your building CT, with a cc to Christina Herring and Shelly Pruitt with their name, student ID number, and last day child was at school.

**IEP ORDER**

Please do not turn in the entire IEP. This will save your paper and our filing space. Only turn in the following pieces (Signatures Only) in the order listed below:

1. MIS Error Sheet
2. Medicaid Form
3. Transportation – if in the IEP
4. Signature Page
5. BIP – if in the IEP
6. Notice of Meeting
7. PWN

**REMINDER**

Please send paperwork into Lundgren within 10 days after the IEP meeting. Make sure to email your building CT the name of the student and when the IEP is sent to Lundgren. This will ensure the IEP is taken out of draft. \*Some CT’s will ask for paperwork to come to them.

Any questions regarding WebKIDDS or IEP’s should be addressed with your building CT first.

\*Re-evaluation questions should be directed to your school Psychologist.