East Village Middle College High School (EVMCHS)
Student IEP Enrollment Procedure

☐ 1. Provide EVMCHS with copy of the most recent IEP and all assessment reports for the student. This submission would include the following reports: academic achievement, psychoeducational, health, speech and language, and any related service provider reports.

☐ EVMCHS staff will review student documents and prepare notes and placement suggestions with consideration of EVMCHS scheduling, staffing, and dual-enrollment, college focus.

☐ 2. Does the Team Action Page of the IEP reflect the alternative Change of Placement to EVMCHS? (If YES, proceed to the step #4. If NO, complete all steps in order.)

☐ 3. **Convene a Change of Placement IEP Meeting** to include notes provided by EVMCHS regarding suggestions to current IEP team.

☐ Discuss those notes, present levels and needs, current supports and services available as well as structure and focus of EVMCHS and whether EVMCHS can address those needs

☐ Complete team action notes indicating appropriateness of EVMCHS placement

☐ Prepare a copy of the Change of Placement IEP for EVMCHS

☐ 4. Schedule a meeting with current IEP team and EVMCHS staff to review Change of Placement.

☐ 5. If Change of Placement to East Village Middle College High School (EVMCHS) is verified, enrollment may proceed. (ALL signatures below are required)

Parent (Print) ________________________________ Date _____________
Signature ________________________________________

EVMCHS Special Ed Case Manager

Name (Print) ________________________________ Date _____________
Signature ________________________________________

EVMCHS Principal

Name (Print) ________________________________ Date _____________
Signature ________________________________________