

2.3 Inclusive Education MyEd Data Procedures

DESIGNATION/DESIGNATED STUDENT PROCEDURES:	
EVENT	ROLES AND ACTIONS
An SD8 student with a designation is withdrawing and moving <i>within SD8</i> .	<input type="checkbox"/> Withdrawing School Clerical: Leave all inclusive education/student services data in MyEd <input type="checkbox"/> Withdrawing School Clerical: Inform your school's principal and the principal at the receiving school. <input type="checkbox"/> Receiving School Clerical: Inform principal and IST when transfer is complete and ensure records are promptly requested. Alert principal/IST when records arrive.
An SD8 student with a designation is withdrawing and moving <i>out of district</i> .	<input type="checkbox"/> Withdrawing School Clerical: Leave all inclusive ed/student services data in MyEd <input type="checkbox"/> Withdrawing School Clerical: Click here and follow: AP 3300 re: record requests. <i>(Reminder to never share any confidential information with other schools, in or out of district, unless authorized by AP 3300.)</i> <input type="checkbox"/> Withdrawing School Clerical: Inform your school's principal
An SD8 student <i>without</i> a designation has NEW support binder submitted, and that binder is <i>approved</i> for a designation.	<input type="checkbox"/> District Inclusive Education adds the designation in MyED <input type="checkbox"/> District Inclusive Education emails principal to inform them

<p>An SD8 student without a designation has NEW support binder submitted, and that binder is not approved for a designation OR An SD8 student with a designation has an EXISTING support binder review for audit and that binder is not approved for a designation</p>	<p><input type="checkbox"/> District Inclusive Education end dates the designation in MyEd (if the student has a designation on file) <input type="checkbox"/> District Inclusive Education emails principal to inform them</p>
<p>A non-SD8 student with a designation transfers into SD8 from out of district</p>	<p><input type="checkbox"/> Receiving School Clerical: Note that a student's student services status is automatically changed to EXITED when they transfer across districts, but the designation will remain on record. The student service status will be updated to ACTIVE when the binder is updated and approved. <input type="checkbox"/> School Principal/IST: Review student IEP/file, update binder as needed, and submit to District Inclusive Education for approval <i>After support binder is submitted, see binder approval/denial process above.</i></p>
<p>A school's MyEd data doesn't look correct for SD8 students with designations</p>	<p><input type="checkbox"/> School Principal: Check past emails from district Inclusive Education re: binder updates. Email District Inclusive Education if you can't find the information.</p>
<p>Your MyEd data includes students that are active in Student Services but have no designation</p>	<p><input type="checkbox"/> School Principal/IST: Check the student has a current, essential support plan and/or pending binder. If plan is current, leave in place. If plan is outdated, end date the support plan in MyEd.</p>



ELL STUDENT PROCEDURES:	
EVENT	ROLES AND ACTIONS
An SD8 ELL student is withdrawing and moving <i>within SD8</i> .	<ul style="list-style-type: none"><input type="checkbox"/> Withdrawing School Clerical: Leave all inclusive education/student services data in MyEd<input type="checkbox"/> Withdrawing School Clerical: Inform your school's principal, the principal at the receiving school, and your family of school's ELL teacher<input type="checkbox"/> Receiving School Clerical: Inform your school's principal and your family of school's ELL teacher when transfer is complete
An SD8 ELL student is withdrawing and moving <i>out of district</i>	<ul style="list-style-type: none"><input type="checkbox"/> Withdrawing School Clerical: Leave all inclusive education/student services data in MyEd<input type="checkbox"/> Withdrawing School Clerical: Inform your school principal and the ELL teacher for that Family of Schools
An SD8 student that is not currently identified as ELL <i>needs</i> an ELL assessment	<ul style="list-style-type: none"><input type="checkbox"/> School Principal: Email request to ELL teacher for that family of schools
An SD8 student that is not currently identified as ELL was <i>assessed</i> by an ELL teacher and <i>meets</i> the requirements for services.	<ul style="list-style-type: none"><input type="checkbox"/> School Clerical adds the student to the ELL programs in MyEd with an END DATE of the end of the school year. <i>District ELL teachers will re-enroll continuing ELL students by verifying they have a current (within one year) assessment and/or by re-assessing.</i><input type="checkbox"/> ELL teacher assembles the ELL file and conveys the student's level and AIP (Annual Instructional Plan) to clerical, principal, and classroom teacher.<input type="checkbox"/> ELL teacher creates and uploads the AIP into MyEd.

An SD8 ELL student no longer needs ELL services as per ELL teacher.	<input type="checkbox"/> School Clerical: End date that student in the ELL program to the day the ELL teacher indicates their services ended. <input type="checkbox"/> ELL Teacher: end date the AIP in MyEd.
Your MyEd data doesn't look right for ELL students .	<input type="checkbox"/> School Clerical or Principal: Email ELL teacher for that family of schools