



If the student transferred with an active/current IEP in SEIS and an Interim Placement Form and a 30-Day Review Meeting will NOT be held (Student from within same CMO)

- Click the Current icon
- On the Current IEP, click the Preview Transaction link to review the CALPADS data.
- Click the Adopt/Create Transaction button or request

If the student's active/current IEP is in SEIS and an Interim Placement Form and a 30-Day Review Meeting will be held:

- Click the View Current icon
- On the Current IEP, click the Preview Transaction link to review the CALPADS data.
- Click the Adopt/Create Transaction button or request
- This creates the IEP transaction in the district/LEA, so that additional meetings can be held.

Amendment for Interim Placement Form to reflect the Interim placement (LEA's comparable offer) until the 30-day Review meeting

Align start dates to the date of the Interim Placement Form. Ensure dates align with the student's current year enrollment date (First day of school this year) and end after 30 days.

Choose One

30-Day will also be the student's annual IEP the meeting will be held as an Annual IEP in the future SEIS record.

Open Amendment for 30-Day Review IEP Meeting
In the amendment form, indicate the purpose as "30-Day Review IEP Meeting"

Send home a Notice of Meeting to ensure that the 30-day Review and/or Annual meeting will be held within 30 days of attendance

- ALL required pages of the IEP should be updated and included in the 30-Day IEP Review meeting (Demographics, Present Levels, Transition Plan if applicable, Special Factors, Goals, Services, Ed. Setting, Signature, Notes, etc.)
- Align start dates to the date of the Interim 30-Day IEP meeting. Ensure end dates align with the date of the students next annual/triennial IEP meeting as designated in the last signed IEP
- Affirm/attest once the meeting has been held with the new offer of FAPE. Include ALL required forms.

Start Here
Student transfers in with an IEP Interim and 30-Day IEP Process

Case manager completes "Add Student Form" in SEIS

District Level User searches SEIS System to locate the student's SEIS record

Is there an Existing SEIS Record?

Create a new student record in SEIS

- Go to the student's Future IEP
- Complete an Initial CALPADS Affirm (See page 2 of this document)

If the student HAS an existing SEIS record, the District Level user will request transfer

Record is Transferred in

Is the IEP in SEIS current?

If the student's "Current" IEP is outside of SEIS

- Go to the student's Future IEP
- Complete an Initial CALPADS Affirm (See page 2 of this document)

Choose one

For Initial Evaluations: Click on the Student Record icon to enter the new Referral information and select Meeting Type 30 - Pending Initial Eval and Plan Type 300 - Pending.

**Initial CALPADS Affirm
Use for Current Non-SEIS IEPs**

Add Student to SEIS:

- Change Eligibility Status to Eligible

From the Student's Tab on Home Page

- Select Student IEPs
- Click the Student Record icon
- Select the CALPADS (Student) page
- Click the Error Check button
 - Red text will display under the fields with CALPADS errors.
 - Correct all errors and make any updates needed, based on the student's active/current IEP.
- Click on Quick Links to navigate to the Future IEP

From the Future IEP

- Click the Edit icon on the **Information/Eligibility form**
 - Update the IEP Date (to what the students Current IEP Date is)
 - Update the Next/Last Annual and Eval date fields, to populate the homepage notice.
 - Verify the Meeting Type field accurately reflects the Current IEP
- Click the Edit icon on the **Services-Offer of FAPE form**
 - Verify all services match what is listed on the Current IEP (start dates, duration/frequency, location, delivery, minutes)

Affirm

- Click the Affirm button
- Click Begin Affirm Process button
- Verify Meeting Information
 - The information listed should reflect the Current IEP
 - Affirm Remarks: **Interim Placement. Affirming CALPADS data ONLY. No IEP held.**
- Click the Continue button
 - Since all CALPADS errors were already corrected, the student should be error free.
 - If an error was generated by updating the IEP date, Meeting Type or Services, correct the errors and return to the affirm process.
- Do not select any IEP forms as a meeting was not held.
- Click the Submit button

Current IEP

- On the Students Current IEP: Attach the hard copy of the student's Current Non-SEIS IEP to the Attachments page and add any additional comments needed, on the Comments page
- An Amendment needs to be added to document the Interim Placement, click the Amendments tab

Amendment for Interim Placement Form – See page 1 for details
to reflect the Interim placement (LEA's comparable offer), until the 30-day Review meeting

Choose One

Open Amendment for 30-Day Review IEP Meeting
– See page 1 for details

Future IEP
If the Interim will be held in conjunction with the student's Annual IEP, in addition to the 30-day, the meeting will be considered an Annual on the Future IEP.