## **PERMISSION TO PLACE**

### LAKEWOOD PUBLIC SCHOOLS

Only needed if student received Special Education Programs/Services

Date of Enrollment		
Student Name	Birthdate_	Grade
Parent/Guardian Name	Phone	
Previous School District	Building	Phone
	Date of Most Re	
	Program	
	Service(s)	
FOR OFFICE USE ONLY		
District.  Option 2: The school district Providing the student with a	will implement the current IEP from the previous will place student in a comparable program and Free Appropriate Public Education (FAPE). An Ir e convened within 30 school days of the date of	I/or service, ndividualized Education Program
Rationale:		
Placement will begin on a	and an EP team meeting will be held by L	ast Re-Eval Date
Assigned comparable program(	s) and/or service(S):	
Program/Service	Amt of Time/Frequency	Location
	<u></u>	

Special Transportation: No $\square$	Yes □		
☐ <b>Initial Evaluation:</b> For a student who transfers during the course of an Initial Evaluation, identify the date by which the evaluation will be completed and IEPT meeting convened:			
Building Administrator Signature:_	<del></del>		

Revised 8/15/18

#### **Lakewood Public Schools**

Permission to Place Flowchart

#### Student Enrolls in LPS

Enrollment paperwork completed and entered in Synergy (Must input student UIC no. in Synergy>Connie Sines)

Email copy of Permission to Place Form to SE Admin. Asst.

# Must have copy of Most Recent IEP and MET Report

(Do not begin services until both are received) Email copy of these documents to SE Admin. Asst. upon receipt

LPS Bldg. Admin. receives and reviews Permission to Place Form, Most Recent IEP and MET Report

LPS Bldg. Admin. completes Permission to Place Form in collaboration with parent/guardian and sends it to SE Admin. Asst.

SE Admin. Asst. enters Permission to Place offer of FAPE into Illuminate and publishes the document, then scans to Bldg. Admin. for signatures

LPS Bldg. Admin. signs Permission to Place and provides copy to parents/guardian.

Bldg. Admin. uploads signed Permission to Place and Medicaid form to Illuminate. (Medicaid form must be signed by parent/guardian.) Original signed Illuminate documents are sent to SE Admin. Asst. for SE file

LPS Bldg. Admin. communicates to team members (ISD Itinerants, Caseload Manager, SE Admin. Asst., SE Director) including which option was selected in the Permission to Place.

Option 1: Implement the IEP as written

Option 2: Initial Evaluation - 30-day New IEP - 30-Day