



## School Districts' Responsibilities Guide

School districts have four main responsibilities for students who reside in the district and are enrolled in the IEA Program.

If you have questions about the IEA Program, please contact [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov)

### **Responsibility 1: Appoint an IEA liaison for the school district**

Parents/guardians of students participating in IEA Program must notify the IEA liaison in the school district in which the student resides that the student is enrolling in the IEA Program *after* the parent signs the IEA Contract with the department and *before* the first IEA payment is distributed to the student's IEA. Each district selects their IEA liaison. The list of IEA liaisons is posted on the IEA webpage. Districts can update/change the IEA liaison information by emailing [IEA.Questions@tn.gov](mailto:IEA.Questions@tn.gov)

### **Responsibility 2: Change the student's eligibility status in Easy IEP**

Once a student has been enrolled in the IEA Program, special education personnel in the school district must reflect the student's eligibility status in Easy IEP. To do this, special education personnel should generate an eligibility report- not eligible, reflecting the following option: "The student is eligible for special education because he/she meets the State of Tennessee eligibility standards for [disability]; however, the student's parent/guardian is declining services. The student will not receive special education or related services." **There is no need to hold an IEP meeting to obtain signatures; however special education personnel must indicate in the student's "Notes" section of Easy IEP that the student has been enrolled in the IEA program.**

Pursuant to 34 CFR § 300.300(b)(4)(i), the school district must provide prior written notice in accordance with 34 CFR § 300.503 before ceasing the provision of special education and related services subsequent to a parent's written revocation of consent for special education and related services.



### **Responsibility 3: Report students enrolled in the IEA Program in EIS**

For the purpose of funding calculations, each eligible student who participates in the IEA Program must be counted in the enrollment figures for the school district in which the student resides and is zoned to attend.

Each year, school districts must report students enrolled in the IEA Program in the Education Information System (EIS) using the classification code '8'. Districts must report students in full-time attendance using the course code for the IEA Program 9696. Districts should report students in attendance at the public school the student is zoned to attend. For more information on reporting students in EIS and SIS, see the 'IEA Program EIS & SIS Guide for School Districts.'

If a school district administers a TCAP assessment to an independent home school student who is enrolled in the IEA Program, the district should follow the instructions in the Test Administration Manual.

### **Responsibility 4: Re-enroll students in the school district and conduct an initial evaluation for services *if* requested by the parent/guardian**

Students can withdraw from the IEA Program at any time. If a student withdraws, they are still considered either a home school or private school student unless/until the parent chooses to enroll the student in a public school.

If a student withdraws from the IEA Program, parents must:

1. notify the department and the school district in which the student resides, and
2. report to the department which school the student will attend, including return to the public school district.

If the student returns to the school district and if the parent or student requests, in writing, an evaluation for eligibility pursuant to the Individuals with Disabilities Education Act, the school district shall treat the request as a request for an initial evaluation under 34 C.F.R. § 300.301. School districts will begin receiving BEP funding for students who withdraw from the IEA Program the day students enroll in the district and the district begins reporting the students using the appropriate attendance code in EIS.

The Child Find responsibility of the district continues upon a student's return to the LEA.