

**Q- A school had a student enroll that came from a district that did not use SEIS forms. How can they hold the 30-day IEP as an amendment without a current IEP entered SEIS?**

**A-The new guidelines indicate that all adjustments to Annual IEPs are be handled via an Amendment, which requires the student to have a Current IEP in SEIS. If you need to hold a 30-day IEP for a student who has transferred in from outside of SEIS you will need to establish the Current Annual IEP by doing the following:**

**Using the most recent copy of the Annual IEP from the other IEP forms system, enter all required reporting fields into the student record and Affirm that IEP. Be sure to enter the current IEP date as the date into SEIS to maintain timelines. Add a comment that this Affirm is being done to establish reportable data and does not include all IEP content. A best practice suggestion would be to scan and attach a PDF of the complete IEP to the SEIS IEP.**

**Once this is affirmed, you can then proceed with the Interim as an Amendment.**

**-Per SEIS**