



Quick Guide

Scenarios/Procedures for Special Education in Nonpublic Schools and Districts

Guidance for when a student is entering, currently enrolled in, or exiting a nonpublic school or district

- *This is guidance based on the law (MARSE, IDEA, Michigan Auxiliary Services Act) and should not be construed as legal advice.*
- *The purpose of this document is to provide guidance on common scenarios. If your situation is more complex or you think it warrants an exception, please consult with your supervisor.*

Key Definitions and Notes

LEA: Local Education Agency

Nonpublic School: Registered homeschool, private or parochial school

Registered Homeschool: A homeschool that is registered with the Michigan Department of Education

Operating District: LEA where the nonpublic school is location (District of Location)

Resident District: LEA where the child resides

District representative/designee-

- (i) Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities;
- (ii) Is knowledgeable about the general education curriculum; and
- (iii) Is knowledgeable about the availability of resources of the public agency. (IDEA, 300,321)

Note #1: ADD/CHANGE/DROP Slip- whenever this is completed, it must be scanned and emailed to the EasyIEP Team at EasyIEP@northwested.org

Note #2: If a student's Resident District is *different* from the Operating District

For an Initial IEP (or any time an offer of FAPE is requested), activate the student in PCG within the Resident District to develop an initial offer of FAPE. Once the IEP is finalized, complete a DROP/ADD form and scan it to Easy IEP to transfer the student to the operating district. It may take a day for this transfer. If appropriate, develop a NPSP. It can be drafted at the IEP meeting (within the Resident District) and finalized within the operating district.

For a re-evaluation, when the student continues to be eligible (and the parents have clearly stated their intention to keep their child enrolled in a nonpublic school), an entire IEP is not necessary. [Link IEP for Nonpublic Student](#)), and then the student can be activated in the Operating District to move into an NPSP (if appropriate).

Note #3: All preschool students have an IEP and do not have a Nonpublic Service Plan. Refer to the Special Education Public Quick Guide.

Note #4:

- When Action Steps reference emailing the EasyIEP Team, email EasyIEP@northwested.org to ensure timely processing in EasyIEP.
- All special education documents need to be sent to Scanning (scanning@NorthwestEd.org) unless a document was previously sent to the EasyIEP Team.
- See [Special Education Scanning Process](#) for further reference.

Student leaves public school district for homeschool or unknown reason	
SITUATION 1	PAPERWORK
Student leaves school district and parent/guardian choosing to homeschool or unknown.	<ul style="list-style-type: none"> • Homeschool Parent Letter • Family Matters Nonpublic and Home Schools Fact Sheet • Home School in Michigan • Procedural Rights and Safeguards • Add/Change/Drop Form • Add/ Change/ Drop District Exit Codes
Action	
<ol style="list-style-type: none"> 1. The District Representative (or designee) sends the following information to the parent. <ol style="list-style-type: none"> a. Homeschool Parent Letter Template b. Family Matters Nonpublic and Home Schools Fact Sheet c. Home Schooling in Michigan- MDE Document d. Procedural Rights and Safeguards 2. Case Manager completes Drop Slip and sends it to EasyIEP Team and Service Area Supervisor. 	

Student enrolls in a private, parochial, or a registered homeschool.	
SITUATION 2a	PAPERWORK
Student has a current IEP. Eligibility is current.	If there are ancillary services:
Transfer to a Nonpublic from WITHIN Michigan with a current IEP/NPSP	<ul style="list-style-type: none"> • Annual Notification Letter • Add/Change/Drop Form (within North Ed)
<ul style="list-style-type: none"> • * From LEA within North Ed • * From LEA within Michigan • * From Nonpublic within Michigan 	OR
	<ul style="list-style-type: none"> • Demographic form (if outside North Ed) • Invitation to NPSP meeting • Nonpublic Service Plan, if needed • student compiled excel list or google tracking form (2025/26)
	If there are no ancillary services (spec ed program only):
	<ul style="list-style-type: none"> • Annual Notification Letter • student compiled excel list or google tracking form (2025/26)

Action	
<p>If there are ancillary services:</p> <ol style="list-style-type: none"> 1. Operating District representative or designee sends Annual Notification letter. 2. If there is a need to provide “related services” before the development of the NPSP then complete a PWN indicating services to be provided 3. The Operating District district representative or designee contacts the parents to schedule an NPSP meeting within 30 school days. 4. The Operating District Case Manager sends an Add or Demographic Form to the EasyIEP team to transfer or activate the student. 5. The Case Manager confirms and/or updates IEP team members in EasyIEP. 6. Schedule and complete an NPSP within 30 school days for eligible students to receive related services. (Mark as annual.) 7. Email documents to scanning <p>If there are NO ancillary services:</p> <ol style="list-style-type: none"> 1. Send annual letter of notification to parents. 2. The Team and/or SAS complete student compiled excel list or google tracking form (2025/26) 	
SITUATION 2b	PAPERWORK
<p>Student has an <i>expired</i> IEP. Eligibility is current.</p> <p>Transfer to Nonpublic from WITHIN Michigan with expired IEP</p> <ul style="list-style-type: none"> • Entering from North Ed or a district within Michigan • From nonpublic within Michigan 	<p>If there are ancillary services:</p> <ul style="list-style-type: none"> • Annual Notification Letter • Add/Change/Drop Form (within North Ed) <p>OR</p> <ul style="list-style-type: none"> • Demographic form (if outside North Ed) • Invitation to NPSP meeting • Nonpublic Service Plan, if eligible for ancillary services • student compiled excel list or google tracking form (2025/26) <p>If there are no ancillary services (spec ed program only):</p> <ol style="list-style-type: none"> 1. Annual Notification Letter 2. student compiled excel list or google tracking form (2025/26)
Action	
<p>If there are ancillary services:</p> <ol style="list-style-type: none"> 1. Operating District Representative or designee sends Annual Notification letter. 2. Complete the ADD form or Demographic Form and send the Annual Notification letter. <ol style="list-style-type: none"> i. If the Operating District is different from the Resident District, consider Note #2, inform the Operating District (if parents are requesting a new offer of FAPE) 3. Complete REED, if necessary, to gather additional data. 	

<ol style="list-style-type: none"> 4. The case Manager confirms and/or updates IEP team members in EasyIEP. 5. Schedule and complete an NPSP for students eligible to receive related services. (Mark as annual.) Email to scanning. <p>If there are NO ancillary services:</p> <ol style="list-style-type: none"> 1. Send annual letter of notification to parents. 2. Team and/or SAS fill out the student compiled excel list or google tracking form (2025/26) 	
SITUATION 2c	PAPERWORK
<p>Student has an <i>expired</i> IEP. Eligibility is <i>expired</i>.</p> <p>Transfer to Nonpublic from WITHIN Michigan with expired IEP</p> <ul style="list-style-type: none"> • Entering from North Ed or a district within Michigan a Michigan district outside of our 5-county region • From nonpublic within Michigan 	<ul style="list-style-type: none"> • ADD form (within North Ed) OR • Demographic form (if outside North Ed) • REED for Re-evaluation • "Nonpublic IEP" for eligibility (google doc template) • Nonpublic Service Plan, if needed • Google tracking form
Action	
<ol style="list-style-type: none"> 1. Contact parent to set up REED to begin a re-evaluation (phone or letter). 2. Operating District district representative or designee complete ADD form or Demographic Form <ol style="list-style-type: none"> i. If the Operating District is different from the Resident District, consider Note #2, and inform the Operating District (if parents are requesting a new offer of FAPE) 3. Reference Special Education Public Quick Guide: Situation K (Transfer to LEA within MI with expired IEP) 4. The Case Manager confirms and/or updates IEP team members in EasyIEP. 	

Student moves into our 5-county region outside of Michigan	
SITUATION 3	PAPERWORK
<p>Student has a current or expired IEP. Eligibility may or may not be current.</p>	<ul style="list-style-type: none"> • Out of State letter • Demographic Form • REED, marked initial evaluation • Initial IEP (From Resident District) • NPSP, if needed • student compiled excel list or google tracking form (2025/26)
Action	
<ol style="list-style-type: none"> 1. Send letter and an initial contact parent to set up REED to begin a re-evaluation (phone or letter). 2. Operating District district representative or designee complete ADD form or Demographic Form <ol style="list-style-type: none"> i. If the Operating District is different from the Resident District, consider Note #2, inform the Operating District 3. Conduct Initial Evaluation- See Special Education Public Quick Guide: Situation L (Transfer from outside of MI) 	

Student resides outside of the North Ed region and attends a boarding school	
SITUATION 4	ACTION
IEP/NPSP/eligibility is current or expired	<ul style="list-style-type: none"> • Contact Service Area Supervisor for next steps

Evaluation (Initials and Re-evaluations)	
SITUATION 5	PAPERWORK
School or Parent requesting an Initial special education evaluation for the child enrolled in a nonpublic school setting	<ul style="list-style-type: none"> • EasyIEP Demographic Sheet • EasyIEP REED/Eval Plan • Release of information, if needed • MET Report • Initial IEP (from Resident District) • NPSP, if appropriate • Google tracking form
Action	
<ol style="list-style-type: none"> Operating District conducts the REED process and subsequent evaluation. <ol style="list-style-type: none"> Team completes the EasyIEP Demographic Form and REED/Eval Plan. The District Representative signs the embedded Notice and requests written parent consent to implement the evaluation plan within 10 school days of a written request for evaluation. Determine Resident District: If the Resident District and the Operating District are different, take the following steps to prepare for the offer of FAPE. <ol style="list-style-type: none"> Obtain release from the parent to contact the Resident District. (If the parent does not give permission to contact the resident district, the operation district will work with service area supervisor to complete "Nonpublic IEP" to establish eligibility and explain on the notice page why FAPE was not offered). Notify your Service Area Supervisor, and s/he will contact the Resident District SAS once the release is obtained. The Resident District SAS will communicate with the Resident District administrator/team to determine participation in the process. Operating District team conducts an evaluation, completes Easy IEP MET, and sends it to the Resident District SAS and District Representative—the Resident District and Operating District evaluation team schedules IEP. Resident District will identify or designate required IEP team members If the student is eligible: <ol style="list-style-type: none"> Hold IEP meeting within the Resident District. Within IEP: <ol style="list-style-type: none"> Purpose: Initial IEP and Other: Nonpublic School Student Comment section: Student is parentally placed in a nonpublic school. Notice: Parent checked Yes to implementation. Parent agrees to eligibility determination but declines the public school offer of FAPE due to being parentally placed in a nonpublic school. Finalize IEP (see note 2) Parent gives consent for the initial provision of special education 	

- e. Parent notifies the Resident & Operating District to
 - i. enroll student in public school or
 - ii. parentally place student in nonpublic school
 - f. If student is parentally placed in a nonpublic school, District Representative or designee informs parent of the Michigan Auxiliary Service Act and Non-Public Service Plans.
5. If the IEP includes related services:
- a. Once IEP is finalized (in the resident district). Hold service plan meeting and develop NPSP. Always indicated annual NPSP. (If the resident district is different from the operating district, the DRAFT NPSP within the resident district, and finalize it once it is added to the Operating District in EdPlan. See Note #2)
 - b. A parent can choose which services they want based on the district's offer. Also, a parent can choose to not move forward with an NPSP. If the parent chooses not to move forward with a NPSP, add to the notice section, email a Drop slip to EasyIEP Team to inactivate the student (Exit Code #15).
 - c. Email all paperwork to EasyIEP Scanning
 - d. Review NPSP annually.
 - e. File documents in students CA-60
6. If the IEP does not include related services:
- a. Complete drop slip and email EasyIEP team. For reason for exit choose #15 enrolled in a nonpublic school.
 - b. Email all paperwork to EasyIEP Scanning.
 - c. File documents in students CA-60.
7. If the student is not eligible:
- a. IEP Team determines Student is not eligible.
 - b. Finalize ineligible IEP
 - c. Email all paperwork to EasyIEP Scanning.
 - d. File documents in students CA-60.

SITUATION 6	PAPERWORK
<p>Student is due for a re-evaluation due to three year timeline or parent/district request.</p>	<ul style="list-style-type: none"> ● Nonpublic Redetermination of Eligibility letter ● REED/Eval Plan ● MET Report ● Nonpublic IEP or Re-evaluation IEP from resident district, if requested. (see note 2) ● NPSP, if necessary ● student compiled excel list or google tracking form (2025/26)
<p>Action</p>	
<ol style="list-style-type: none"> 1. Contact parent to set up REED to begin a re-evaluation (phone or letter). 2. Operating District conducts the REED process. <ul style="list-style-type: none"> a. Team completes the EasyIEP Demographic Form, REED/Eval Plan, District Representative signs embedded Notice and requests written parent consent to implement evaluation plan within 10 school days of a written request for evaluation. 3. Operating District team conducts evaluation and completes Easy IEP MET. 4. If parents have made clear the intent to remain in the nonpublic, complete "Nonpublic IEP" to redetermine eligibility and move to a (Re-evaluation NPSP, if appropriate). 	

5. If parents would like a full offer of FAPE, complete a comprehensive Re-evaluation IEP.
 - a. Determine Resident District: If the Resident District and the Operating District are different, take the following steps to prepare for the offer of FAPE
 - i. Obtain release from the parent to contact the Resident District.
 - ii. Notify your Service Area Supervisor, and s/he will contact the Resident District SAS once the release is obtained. The Resident District SAS will communicate with the Resident District administrator/team to determine participation in the process.
6. Resident District will identify or designate required IEP team members
 - a. MET member obtains consent from the parent to invite all nonpublic school representatives
7. If the student is eligible:
 - a. IEP is Finalized.
 - b. Parent notifies the Resident & Operating District to
 - i. enroll student in public school or
 - ii. parentally place student in nonpublic school
 - c. If student is parentally placed in a nonpublic school, District Representative or designee informs parent of the Michigan Auxiliary Service Act and Non-Public Service Plans.
 - d. Notice: Student is parentally placed in a nonpublic school. If the parent enrolls their child in the public school, the resident district will make FAPE available and develop an IEP for the child.
8. If the IEP includes related services:
 - a. Hold service plan meeting and develop NPSP. Always indicated annual NPSP.
 - b. A parent can choose which services they want based on the district's offer. Also, a parent can choose to not move forward with an NPSP. If the parent chooses not to move forward with a NPSP email a Drop slip to EasyIEP Team to inactivate the student (Exit Code #15). Add this to the notice within the nonpublic service plan.
 - c. Email all paperwork to EasyIEP Scanning
 - d. Review NPSP annually.
 - e. File documents in students CA-60
9. If the IEP does not include related services:
 - a. Complete drop slip and email EasyIEP team. For reason for exit choose #15 enrolled in a nonpublic school.
 - b. Email all paperwork to EasyIEP Scanning.
 - c. File documents in students CA-60.
10. If the student is not eligible:
 - a. IEP Team determines Student is not eligible.
 - b. Finalize ineligible IEP
 - c. Email all paperwork to EasyIEP Scanning.
 - d. File documents in students CA-60.

SITUATION 7	PAPERWORK
<p>The parent <u>requesting</u> an Initial special education evaluation for the child being homeschooled.</p> <p>**The Homeschool does not have to be MDE registered to conduct the evaluation.</p> <p>**Student does not need to be enrolled in the Resident District to conduct the evaluation.</p>	<ul style="list-style-type: none"> ● EasyIEP Demographic Sheet ● EasyIEP REED/Eval Plan ● SE Public Quick Guide ● student compiled excel list or google tracking form (2025/26)

Action

1. Confirm the Resident District.
2. Resident District representative or designee contacts SAS for assistance regarding evaluation process.
3. District Representative (or designee) sends the following to the parent of the homeschooled student.
 - a. [Homeschool Parent Initial Request Letter](#)
 - b. [Family Matters Nonpublic and Home Schools Fact Sheet](#), and
 - c. [Home Schooling in Michigan](#)
4. For homeschool student, Service Area Supervisor confirms the parent is registered and approved using the MDE Nonpublic Membership Report by emailing nonpublicschools@michigan.gov.
5. Resident District conducts the REED process.
 - a. Team completes the EasyIEP Demographic Form, REED/Eval Plan, District Representative signs embedded Notice and requests written parent consent to implement evaluation plan within 10 school days of a written request for evaluation.
6. Resident District team conducts the evaluation, completes Easy IEP MET, and sends it to the District Representative. The Resident District evaluation team schedules the IEP.
7. Resident District will identify or designate required IEP team members.
8. If the student is eligible:
 - a. IEP is finalized.
 - b. Parent gives consent for the initial provision of special education.
 - c. Indicate in notice at the end of the IEP:
 - i. Parent agrees with the eligibility
 - ii. Parent notifies the Resident District to
 1. Enroll student in public school or
 2. Remain in homeschool
9. If the IEP includes related services-
 - a. Contact SAS to determine if the family is *registered* and *approved* by MDE:
 - b. If the family is **registered and approved**, hold service plan meeting and develop NPSP. Always indicated annual NPSP.
 - c. A parent can choose which services they want based on the district's offer. Also, if a parent chooses not to move forward with an NPSP, email a Drop slip to the EasyIEP Team to inactivate the student (Exit Code #15).
 - d. Email all paperwork to EasyIEP Scanning
 - e. Review NPSP annually.
 - f. File documents in students' CA-60
10. If the IEP does not include related services:
 - a. Complete drop slip and email EasyIEP team. For reason for exit choose #15 enrolled in a nonpublic school.
 - b. Email all paperwork to EasyIEP Scanning.
 - c. File documents in students CA-60.
11. If the student is not eligible:
 - a. IEP Team determines Student is not eligible.
 - b. Finalize ineligible IEP
 - c. Complete drop slip and email EasyIEP team. For reason for exit choose #19 (Expected to continue in

- same school district).
- d. Email all paperwork to EasyIEP Scanning.
 - e. File documents in students CA-60.

Nonpublic Service Plan

SITUATION 8	PAPERWORK
<p>Consideration of addition or termination of service</p> <p>The student continues to be eligible for Special Education Services and Programs for a student with a NPSP.</p> <p>If student may be ineligible, begin a re-evaluation (see #6)</p>	<ul style="list-style-type: none"> ● EasyIEP REED/Eval Plan, if needed ● IEP, if needed ● NPSP ● Add/Change/Drop Form, if needed ● student compiled excel list or google tracking form (2025/26)
<p>Action</p> <ol style="list-style-type: none"> 1. If no additional evaluation data is required to determine service needs, then update NPSP, including <i>statement of need</i> and <i>notice</i> sections. 2. If additional evaluation data is needed, <ol style="list-style-type: none"> a. Complete the EasyIEP REED/Eval Plan. b. Hold Annual NPSP or amendment 3. If a student no longer has any related services, they will no longer be eligible for a NPSP. Complete the NPSP, including a statement of need and notice sections. <ol style="list-style-type: none"> a. Complete a Drop Slip (Code #15) and email the EasyIEP Team. This assumes the student still is eligible with an IEP in their Resident District. 	