

Scanning and Emailing Guidance

Correspondence with the EasyIEP Team

All correspondence for the EasyIEP team should be sent to EasyIEP@northwested.org

(Requests, scanning, questions, forms, documents, etc.)

All emails, documents and attachments should:

- Be sent from your school email rather than directly from a copier or scanner.
- Be pdf format and attached to your email (please no shared documents from Google Drive).
- Be titled with student's last name and document abbreviation such as:
Smith (IEP) or Miller (NE) Use this as the title of the attachment and the subject of the email.
- Be finalized and signed (when required), please no draft copies.
- Have student identifying information at the top of the first page: (add them, if needed)
 - Student's legal first and last name
 - Michigan's 10-Digit UIC# and/or student's birthdate

- New Enrollments (NE)
- Demographic Sheet (DEMO)
- ADD/CHANGE/DROP Form (DROP) or (ADD)
- REED (INIT REED) or (REED)
- Revocation of Services (REV OF SER)
- IEPs with IEP related documents (IEP)*
- Ineligible IEPs (INEL IEP)
- Timeline Extension (TIME EXT)
- Non-public Service Plan (NPSP)
- Multidisciplinary Team Report (RPT-TEAM) or (MET)
- Progress Report (RPT-PRG) send last one in IEP cycle only
- Qualified Provider Signature (QPS)*
- Prior Written Notice (PWN)
- Invitation letters (LTR –CORRESP) *
- Prior Consent to Invite Public Agency (CONS TO INV) *
- Extended School Year (ESY)
- Functional Behavior Assessment (FBA)
- Behavior Intervention Plan (BIP)
- Physician's note or report (PHYS NOTE)
- Matrix Form (MATRIX)
- Manifestation Determination Review (MDR)
- Release of Information (REL OF INFO)
- Contingency Plans (CP)
- Medicaid One-Time Parent Consent (MED PC)*

Abbreviations for documents

Use for:

- Subject line of emails
- Title documents

*Starred documents may be sent as part of the IEP: Invitations, Prior Consent to Invite Outside Agency, Qualified Provider Signature, and Medicaid One-Time Parent Consent. Please include these toward the end of your IEP.

Note: North Ed center program secretaries complete their own scanning with the exception of ADD/CHANGE/DROP forms and New Enrollment forms.