

**Students receiving services in another district as part of a formal agreement with the district where the student resides is conducted through an Individualized Education Program (IEP) Service Agreement.**

If the resident school district determines that it cannot provide a student with a Free and Appropriate Public Education (FAPE), the resident school district may enter into a written agreement with another school district. The resident district and the receiving district must agree that the receiving district will provide a FAPE to the eligible student with a disability on behalf of the resident district.

Documentation of an IEP Service Agreement is conducted by the resident district responsible for a FAPE. **The student will only appear under one district name in OK EdPlan.** This will be the district where he/she resides, as it is the responsible district for the provision of services.

Staff providing service will need access to OK EdPlan to review accommodations or services of the resident district and will need to be added as a user type of “Outside Provider/Contracted Providers.” The staff providing service will access the resident district’s OK EdPlan site, rather than the district where he/she is employed. Staff providing service may have multiple district sites, login and password.

A summary of the process within OK EdPlan is:

1. District of residence or Resident District
  - A. **Add users** (serving district provider(s)) to OK EdPlan (“Outside Provider/Contracted Providers” user type) within the resident district’s OK EdPlan site.
  - B. **The resident district responsible for the child will prepare the draft copy of the IEP.** The IEP is written in a collaborative effort between the resident district responsible for a FAPE for the child and the district providing the services.
  - C. **IEP meeting is conducted jointly.**
  - D. **Finalize documentation within OK EdPlan.** Do not select the purpose of the meeting as ISP service plan (this is for private schools). The event should be saved as an IEP (Initial, Subsequent, Interim, or Addendum).
  - E. **Periodic check for compliance** (IEP and Eligibility).

**\*Service Needs: All service needs, including transportation, will be addressed on the Services page of the student’s IEP.**

- 
2. Receiving school district providing services for the student
    - A. **Receive a password** from resident district's OK EdPlan Administrator
    - B. **Access the student's records** in the resident school district's OK Edplan Account
    - C. **Communication between districts** regarding the needs of the student to be included on the IEP. (Annual IEP, 3-year evaluation, IEP addendum, parent requested meeting, progress reports, Extended School Year, etc).
    - D. **Schedule** a mutually agreeable time and place for the IEP meeting to occur (typically at the service provider location).
    - E. **Actively participate in IEP meeting**
    - F. **Implement the IEP**