**Documents to send to SRESD Central Records**

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| **SHIAWASSEE RESD – CENTRAL FILE DOCUMENTS**  What do I need to send to the SRESD? | | |
| **Document** | **Location** | **What to do with it?** |
| Invitation | EdPlan | KEEP in school file.  Do not send signed form. |
| IEP | EdPlan | Send original Signature and Notice Pages |
| Amendment | EdPlan | Send original Signature and Notice Pages |
| REED | EdPlan | Send original ENTIRE document |
| Non Public Service Agreements | EdPlan | Send orginal signed pages |
| Consent to Invite Agency | www.sresd.org | Send original consent |
| New Enrollment | www.sresd.org | Fax/Email copy ASAP  Send original via interoffice mail |
| Summary of Performance | EdPlan | Send originals pages with signatures |
| Revocation of Consent | EdPlan | Send originals ENTIRE document |
| Medicaid | EdPlan  www.sresd.org | Send original signature page |
| Initial Request for Special Education | www.sresd.org | Fax/Email ASAP  Send original via interoffice mail |
| Manifestation Determination Review (MDR) | EdPlan | Send original pages with signatures |
| Interim Alternative Setting (IAES) | EdPlan | Send original pages with signatures |
| Notices attached to:   * New Enrollment * IEP * REED * IAES * Summary of Performance * Revocation | EdPlan  [www.sresd.org](http://www.sresd.org)  Letter Sent | Send original notice |

**Send To: SRESD SE RECORDS DEPARTMENT**