**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 ASAPSend original via interoffice mail |
| Summary of Performance | EdPlan | Send originals pages with signatures |
| Revocation of Consent | EdPlan | Send originals ENTIRE document |
| Medicaid | EdPlanwww.sresd.org | Send original signature page  |
| Initial Request for Special Education | www.sresd.org | Fax/Email ASAPSend 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**