

Electronically Transferred TIEP

IEPs may be transferred electronically from one district to another using district-to-district transfer.

Steps

To process an IEP transferred to your district electronically:

1. Mark the document incomplete.  **Tip** Requires admin privileges.
2. Check the **State reporting information only** checkbox at the top right of the cover page. **Reason** field is required (most districts use "TIEP").
3. Mark whether the IEP will be adopted.
 - If yes, click the **add Transfer IEP (TIEP) Date** button on the right and enter transfer date information.
 - If no, change **MEETING TYPE** to **OTHER** and optionally provide additional information in the text box (eg "Transfer IEP not adopted").
4. Mark the document complete.