

NIEP

Services provided without an IEP

Special education services can be provided without an IEP before a required review has occurred. This is considered an NIEP and information for these services is EMIS-reportable and should be entered in a stub IEP.

Steps *To document these services:*

1. Create an **Individualized Education Program**.
2. Check the **State reporting information only** checkbox at the top right of the cover page.
3. Fill out the **Reason** field.
 - Most districts give a reason of "NIEP".
4. Click the **add Services w/o IEP (NIEP)** button on the right.
5. Enter NIEP information in the document.
6. Mark the document complete.

If the student later has an IEP developed, you can either create a new IEP, or you may choose to have an administrative user mark the NIEP document incomplete and use that document to author the full IEP.

If the student recently transferred to your district and has an IEP in SameGoal that was not adopted, NIEP information can be added to it. If the IEP has already been marked complete, have an administrative user mark the document incomplete (do not amend), add the NIEP information, then re-complete it.