





SCANNING AND EMAILING GUIDANCE for sending documentation to EasyIEP

Documents emailed to the EasyIEP office for scanning or processing should:

- be in PDF format
- be titled: student's Last Name (space) First Name (space) type of document (All CAPS)
 Smith John MET  Smith John IEP
- be finalized and signed (when required), please no DRAFT copies
- have student identifying information at the top of each page: (add them, if needed)
 - Student legal first and last name
 - Michigan UIC# and/or Student's birthdate
 - Document name
- be a pdf attachment to your email, not a shared document through Google Drive

[Where should I email my scanned documents?](#)

Email these documents to the
EasyIEP Team:

Sharon Heersema
sheersema@NorthwestEd.org AND
Laura Echols
lechols@NorthwestEd.org

Email these documents to:

scanning@NorthwestEd.org

- New Enrollments (NE)
- Demographic Sheet (DEMO)
- Initial REED only (REED)
- ADD/CHANGE/DROP Form (DROP)
- Revocation of Services (REV OF SER)
- Ineligible IEPs (INEL)
- Timeline Extension (TIME EXT)

- all IEPs and IEP related documents (IEP)
Exception: Ineligible IEPs (IEP-INEL)- send to EasyIEP Team
- IEP Amendments (IEP-AMND)
- Non-public Service Plan (NPSP)
- Re-Evaluations (REED)
- Multidisciplinary Team Report (RPT-TEAM)
- MET Cover (MET)
- Progress Report – (RPT-PRG) last one in IEP cycle only
- Prior Written Notice (PWN)
- Invitation letters (LTR –CORRESP) and Prior Consent to Invite Public Agency (PRIOR CONSENT TO INV) these may be sent along with corresponding report, last pages
- Extended School Year (ESY)
- Functional Behavior Assessment (FBA)
- Behavior Intervention Plan (BIP)
- Physician's note or report (PHYS NOTE)
- Matrix Form (MATRIX)
- Manifestation Determination Review (MDR)
- Release of Information (REL OF INFO)
- Contingency Plans (CP)
- Any other Special Education IEP related documents

(Note: Northwest Ed Center Program Secretaries scan their own documents into CEO)