

ETR Paperwork Distribution Chart		Student's Name:						
	PR-01 Prior Written Notice	PR-04 Referral for Evaluation	PR-05 Parent Consent for Evaluation	PR-02 Parent Invitation	*Documentation of Attempts to invite Parent (if applicable)	ETR	EMIS Data Collection Form	Notes Date(s) and Persons distributed to:
District of Attendance (Student Perm file)	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	
District of Residence (if different than District of Attendance); e.g. child attending out of district program, child is open enrolled from district A to district B, foster child	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	
Parent; including foster/surrogate	X (Copy)	X (Copy)	X (Copy)	X (Copy)		X (Copy)		
EMIS Coordinator (District of Residence; if open enrollment, this would be the receiving district)							X (Copy)	
ESC IMS Secretary	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	X (Copy)	

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