



Required Documents for Home School Districts

Your Multidisciplinary Evaluation Team (MET) should determine if the student is currently receiving special education services. If not, the team must complete a Review of Existing Data. Signing the Initial Application is the responsibility of the Home School District. **You must then complete a Home School District (HSD) Application** and upload the required documents (within the HSD Application) in ADE Connect/ESS Portal/ESS Vouchers **within 60 days** of the student's entry to the Residential Treatment Center (RTC).

- Convene MET meeting
- Review existing data, gather additional data (if needed), determine eligibility (Child Find)

Minimum required documents for students not eligible for special education services:

- MET Report/Review of Existing Data (RED)
- PWN for the Referral/Evaluation
- Non-Eligibility Determination
- PWN for Non-Eligibility
- MET participant names

If the student is referred for further evaluation, then determined eligible for special education services, write an IEP with appropriate services in the least restrictive environment with the participation of the RTC and upload the required documents in an ESS Vouchers HSD Application in ADE Connect.

Minimum required documents for students receiving special education services:

- MET Report
- MET participant names
- PWN for the MET evaluation
- Eligibility Determination
- PWN for Eligibility
- IEP with participant names
- PWN for IEP must indicate change of placement to the RTC and that it will be implemented there

If the student is currently receiving special education services, collaborate with the RTC and review/revise (if needed) the current IEP with your team to implement at the RTC.

You can also visit the [Residential Vouchers - Residential Treatment Center Placement](#) website and click **Training for HSDs** under Home School Districts (HSD). This will walk you through the process of approving the Initial Application and completing an HSD Application to cover the funding for the student. When the HSD receives an ADE exit notification, the process ends. If you need further assistance, contact the ESS Vouchers team at essvouchers@azed.gov.