

Notice to all LEA Representatives, Resource Teachers, and Records Assistants

SUBJECT: 2020 END OF YEAR FILE TRANSFER PROTOCOL FOR RESOURCE STUDENTS.

Because of the soft closure the district file transfer date for resource will be done between May 4th and May 8th. Please contact your schools before, to determine how this process will take place. These files need to be transferred either teacher to teacher, teacher to record assistants (RA), or to a member of the SPED team. Your RA's are a good resource to help in this process by filling out the transfer logs and gathering the files. To prevent loss of records, please **DO NOT** drop files off to the office staff or custodial personnel.

The physical drop off would not be a meeting situation, it would be file drop off only, and you'll want to hold a virtual call or meeting to review the students together as needed. The 5+1* Reasons to Return a File for Compliance Errors is still to be applied including: *"Files can be returned {for correction} to sending school within 20 contract days (not including summer break) of date of receipt. After 20 contract days, file corrections are the responsibility of the new team."*

File transfer for Special Programs will be arranged separately by their personnel.

Please remember to include all current/outdated student files along with the inactive files. The school to school transfer log (found in fillable forms) should be used for the transfer process. One copy is for the receiving school and a signed copy for the sending school.

Thank you for your patience and efforts with this process, while out in the schools & community exchanging these files, please be safe and practice social distancing guidelines. Please notify your school administrator that this will be occurring. Contact your TCM for further questions or concerns regarding transferring files to the next education level.

Best Regards,

Julie Larsen, Lisa Wall, & Tom Johnson

5 + 1* Reasons to Return a File for Compliance Errors

ACTIVE FILES CAN ONLY BE RETURNED WITHIN DISTRICT, NEVER RETURN AN INACTIVE FILE OR A FILE FROM OUT OF DISTRICT

These are the compliance errors a file can be returned (in district) for correction:

Files can be returned to sending school within 20 contract days (not including summer break) of date of receipt.

After 20 contract days, file corrections are the responsibility of the new team.

1. IEP missing, overdue (or due prior to **November 1** for Special Class, Preschool to KG, 6th, 9th and 12th grade transitions only) or does not contain service time that can be interpreted for the coming school year. The IEP might not have separate service time labeled beginning 7th grade year or 10th grade year. If it lists service time that can be provided at that level, it doesn't have to be defined by transition year.
2. Eligibility and Evaluation Summary ("Eligibility") missing, incomplete or overdue (or due prior to **November 1** for Special Class, Preschool to KG, 6th, 9th and 12th grade transitions only).
 - a. If the student is an out-of-state move in and the move-in procedure was not followed by the receiving team, the file can be returned within 20 contract days of receipt.
3. IEP or Eligibility missing all signatures.
4. Consent for Initial Placement missing or appropriate change of placement if a change of placement will occur. (Do not return files for change of placement that has already happened, this cannot be corrected retroactively.)
 - a. Consent for Initial Placement with a PARENT SIGNATURE must also be in the file for the out-of-state move in.
5. Correctable errors noted on the TCM checklist are not corrected. TCM checklists are not done for every in-district transfer. This applies to LRE Transfers and Grade Level Change Transfers. Do not return a file for a TCM checklist to be completed. *Some file compliance errors are not correctable, contact your TCM for support in determining the correct action to take in correcting the file.*

Plus 1*: IEP does not contain PLAAFP or Goals Related to Transition Areas (at least Post-Secondary Education and Career and Employment). Transition Plan is blank or incomplete, or graduation credit substitution information is not recorded on the IEP (for all students turning 14 or above in the IEP year).

Files should not be returned to schools for non-correctable errors.

These errors include:

1. Missing progress reports for any term but the current term. Contact the case manager and request relevant information or look for the archive on myIDEA. Upon receipt, file the information as appropriate.
2. Missing notice of meeting form or meeting summary form. If the notice of meeting form is archived in myIDEA, print the missing copy and place it in the student file.
3. Missing specific team members' signatures on forms (IEP, Eligibility, RDR, or Meeting Summary). It is unethical to get signatures on forms after the meeting has happened and could create a liability for the team if this practice was questioned. Missing signatures are NON-CORRECTABLE.
4. Teams disagreeing with RDR determination made by previous IEP teams. This is a team decision. When the receiving school becomes the IEP team upon student enrollment, if there is a concern about the RDR, it can be addressed by the new team. See the Policy and Information Exchange (PIE) document called [The Re-Evaluation Eligibility Determination Process – Considerations and Procedures](#) for additional information.
5. Missing medical or developmental history on an eligibility that is current. The receiving team will be responsible for obtaining medical/developmental history at the time of re-evaluation.
6. Missing At-Risk or Referral form.
7. Inactive files are never returned for correction.

Files should also not be returned for these easily correctable errors:

1. Missing Current Information
2. Missing Record of Access