

## PROCEDURES FOR IN-DISTRICT TRANSFERS

<b>Name:</b>	<b>DOB:</b>	<b>Grade:</b>
<b>School:</b>	<b>Previous District:</b>	

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|--------------------------|--|
| <input type="checkbox"/> | Contact Shannon Bailey (sha500@rcsd.ms) with the above student information to have folder requested from previous school.  |
| <input type="checkbox"/> | Verify receipt of the folder by emailing ShaTerria Warren (sha205@rcsd.ms).  |
| <input type="checkbox"/> | Review the student's <b>IEP and Eligibility</b> to determine services and contact the necessary related service personnel. |
| <input type="checkbox"/> | Hold IEP meeting if revisions/amendments are needed.   |
| <input type="checkbox"/> | Complete <b>LRE</b> and submit to Leigh Townsend (leigh.townsend@rcsd.ms).   |

*\*KEEP AND RECYCLE BLUE AND YELLOW FOLDERS FOR INCOMING STUDENTS*