

# MANOR ISD SPECIAL EDUCATION

## *Operating Guidelines: Transfer Students*

### I. What's Required/Purpose

Manor ISD will ensure that students receiving special education services in another district within or outside the State of Texas who transfer into Manor ISD receive a free appropriate public education (FAPE) according to their Individual Education Plan (IEP) and within established timelines.

Since campuses are typically the first point of contact for families who move into Manor ISD, it is critical that Campus Registrars take an active role in helping ascertain whether the transferring student received Special Education services in the previous district. When the parent\*/adult student registers at a Manor ISD campus, it is vital that the Campus Registrar confirms the student's participation in the Special Education program in the prior district and communicates that information to the district Special Education Department. Prompt communication between campuses and the district Special Education Department will help ensure that transferring students who are eligible for special education services receive those services in Manor ISD in an expedient and timely manner.

Students who transfer into Manor ISD from another state and who are determined to need additional or new evaluations must be considered as initial referrals (see ***SPP Indicator 11: Child Find (Compliance with Initial Evaluation Timelines) Frequently Asked Questions***, Question #10 regarding evaluation of students who transfer into a Texas school district from out of state). As such, evaluation of these students must be completed within the same timelines as any new/initial evaluation and an ARD meeting must be held within established timelines.

*\*For purposes of this Operating Guideline, "parent" is defined as: The biological or adoptive parent of a child; A foster parent of a child who meets the requirements set forth in rule; A guardian (but not the state if the child is a ward of the state); An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, An individual who is legally responsible for the child's welfare; or An individual assigned to be a surrogate parent*

### II. How Compliance Is Monitored

- A. State Performance Plan Indicator
  - **Indicator #11- Child Find**—The percentage of children who were evaluated within the state established timeline after receiving informed, written parental consent to evaluate.
    - o *Frequently Asked Questions*, Question #10 regarding evaluation of students who transfer into the district
- B. Internal PEIMS Department monitoring systems documenting students who transfer into Manor ISD, timelines for conducting ARD meetings (see *Operating Guidelines: Preparing for and Conducting ARD Meetings*), and implementing IEPs (see *Operating Guidelines: IEP Implementation*)
- C. Monthly internal folder reviews including timelines, IEPs, and provision of services

**MANOR ISD SPECIAL EDUCATION**  
***Operating Guidelines: Transfer Students***

### III. Manor ISD Procedures: How It's Done

The process in Manor ISD for ensuring that students with disabilities who transfer into Manor ISD from districts within and outside of the State of Texas are provided FAPE through an IEP that is adopted or revised in a timely manner is as follows:

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Person(s) Responsible                                                                                       | Timeline               |
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| <p>1. The parent/adult student reports to new school</p> <ul style="list-style-type: none"> <li>a. The parent/adult student indicates on the appropriate <i>Manor ISD New Student Registration Checklist</i> (elementary, middle school, or high school) and/or electronic registration forms that the student participated in special education in a previous school district</li> <li>b. If parent/adult student does not mention Special Education, the MISD staff person conducting the intake should ask the parent/adult student about the student's participation in any of MISD Special Programs</li> <li>c. If the parent/adult student does indicate previous enrollment in Special Education, the Campus Registrar immediately calls the SpEd assessment personnel assigned to the campus to meet with the parent/adult student to complete applicable ARD Transfer Student Agreement documents in eSped (see Step 6 for specifics on eSped documents)</li> <li>d. The Campus Registrar makes a copy of any SpEd-related paperwork provided by the</li> </ul> | <p>Campus Registrar (1a-e)</p><br><br><br><br><br><br><br><br><br><br><p>SpEd Assessment personnel (1c)</p> | <p>Upon enrollment</p> |

## MANOR ISD SPECIAL EDUCATION Operating Guidelines: Transfer Students

| Action                                                                                                                                                                                                                                                                                                                                                                                                                            | Person(s) Responsible          | Timeline                                                                                                                               |
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| <p>parent and gives it to the SpEd assessment personnel</p> <p>e. If assessment personnel are not available, the Campus Registrar emails the assessment personnel to follow up with the parent/adult student and provides a copy of the parent-provided SpEd paperwork to the assessment personnel</p>                                                                                                                            | SpEd Assessment Personnel (1e) |                                                                                                                                        |
| <p>2. The Campus Registrar completes a TREx request for student records (including special education records)</p> <p>a. The Campus Registrar will contact the sending school if TREx records are not received within 10 business days</p> <p>b. Once records are received, the registrar will forward them to the SpEd PEIMS Clerk</p> <p>c. The Campus Registrar uploads the TREx extract in Skyward under the Portfolio tab</p> | Campus Registrar               | <p>Within 24 hours of enrollment (2 and 2b)</p> <p>10 business days after TREx submission (2a)</p> <p>Upon receipt of records (2c)</p> |
| <p>3. The Campus Registrar completes the <i>Manor ISD New Student Special Programs Notification Form</i> and forwards the form electronically to Special Ed PEIMS Clerk</p>                                                                                                                                                                                                                                                       | Campus Registrar               | Within 24 hours of enrollment                                                                                                          |
| <p>4. The SpEd PEIMS Clerk</p> <p>a. Receives documents from previous districts and/or campus registrars</p> <p>b. Archives the documents into eSped</p> <p>c. Emails campus assessment personnel of records receipt</p>                                                                                                                                                                                                          | SpEd PEIMS Clerk               | Within 24 hours of receipt of records                                                                                                  |

# MANOR ISD SPECIAL EDUCATION

## Operating Guidelines: Transfer Students

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Person(s) Responsible                                                          | Timeline                                     |
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| d. Updates Skyward coding based on information found in documents as confirmed by assessment personnel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |                                              |
| 5. If additional SpEd documentation is needed, campus assessment personnel contacts the previous school and verifies services<br><br>a. If additional records are needed, the SpEd PEIMS Clerk will submit an additional TREx request upon notification from campus assessment personnel                                                                                                                                                                                                                                                                                                                                                                  | LSSP, Educational Diagnostician, or SLP (5)<br><br>Special Ed PEIMS Clerk (5a) | Within 24 hours of enrollment (5)            |
| 6. Assessment staff complete Transfer Student Agreement documents in eSpEd as follows:<br><br>a. Prior Written Notice (PWN) forms eSpEd <i>Screen: Notice of Proposal to Evaluate (1-3)</i> (located in <i>Application: ARD Forms—Supplements</i> )<br><br>i. Make sure PWN timelines are followed<br><br>ii. Give PWN to parents/adult students 5 school days before any changes are made in student's IEP or services<br><br>iii. If parents/adult students agree to waive 5 days and initiate services immediately, document the waiver in the paperwork<br><br>b. Transfer Student Agreement forms eSpEd <i>Screen: Transfer Student Agreement to</i> | LSSP, Educational Diagnostician, or SLP                                        | Within 24 hours of receipt of SpEd documents |

# MANOR ISD SPECIAL EDUCATION

## Operating Guidelines: Transfer Students

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Person(s) Responsible                   | Timeline                                                              |
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| <p><i>Implement 1 &amp; 2 forms (located in Application: ARD Forms)</i></p> <ul style="list-style-type: none"> <li>c. Any additional screens <ul style="list-style-type: none"> <li>i. Include any other applicable documentation (e.g., schedule page, state testing/ accommodations, other information)</li> </ul> </li> <li>d. Campus assessment personnel schedule the 30 Day/Annual ARD</li> </ul>                                                                                                                                                                                                  |                                         |                                                                       |
| <p>7. When the <i>Transfer Student Agreement</i> documents are completed, if it is determined that comparable services cannot be provided:</p> <ul style="list-style-type: none"> <li>a. Any change in services must be justified in the <i>Transfer Student Agreement</i></li> <li>b. If services cannot be offered at the home campus, campus assessment personnel refer to <i>MISD SpEd Programs Synopsis Chart</i> to identify campus that can provide the needed services <ul style="list-style-type: none"> <li>i. Contact the Assistant SpEd Director to confirm placement</li> </ul> </li> </ul> | LSSP, Educational Diagnostician, or SLP | Within 10 days of verification of special education status (7a and b) |
| <p>8. When a student transfers into Manor ISD <b><u>from a district within Texas</u></b>, evaluation personnel and any other qualified professionals with knowledge of the student determine if a Review of Existing Evaluation Data (REED) is appropriate or if new evaluations for current disabilities are appropriate <b>(NOTE: If student transfers to MISD from out of state, skip this step and go to Step 7)</b></p>                                                                                                                                                                             | Evaluators (8a-c)                       | Ongoing (8a-c)                                                        |

# MANOR ISD SPECIAL EDUCATION

## Operating Guidelines: Transfer Students

| Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Person(s) Responsible | Timeline                                                                                                                                                                              |
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| <ul style="list-style-type: none"> <li>a. The timeline for completing this process and developing a new IEP is <b>30 school days</b> from the date the student is verified as being a student eligible for special education services (<b>All evaluations for existing eligibilities must be completed in the 30 school days</b>)</li> <li>b. Evaluator will notify campus staff of eligibility determination and complete evaluation or REED</li> <li>c. If SpEd documents are not received within a timely manner (within 10 school days) to determine eligibility, a new FIE must be completed within the 30-school day timeline</li> </ul>                                                                                               |                       | <p>Within 30 school days of verification of Special Education status (8c)</p>                                                                                                         |
| <p>9. When a student transfers to Manor ISD from a district <b><u>outside the state of Texas</u></b>, evaluation personnel and any other qualified professionals determine if new evaluations for current disabilities are needed:</p> <ul style="list-style-type: none"> <li>a. If a REED is appropriate, the timeline for completing this process and developing a new IEP is 30 school days from the date the student is verified as being a student eligible for special education services</li> <li>b. If it is determined that new evaluations are needed to confirm existing disabilities: <ul style="list-style-type: none"> <li>i. the evaluation is considered a full initial and individual evaluation and</li> </ul> </li> </ul> | Evaluators (9a and b) | <p>Ongoing (9a and b)</p> <p>Within 30 school days of verification of Special Education status (9a)</p> <p>Within 15 school days of verification of Special Education status (9b)</p> |

# MANOR ISD SPECIAL EDUCATION

## Operating Guidelines: Transfer Students

| Action                                                                                                                                                        | Person(s) Responsible | Timeline                                                   |
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| ii. must be completed within established timelines and procedures for new evaluations, following <i>Operating Guidelines: Process for Initial Evaluations</i> |                       | Within timelines for an initial evaluation (9bii)          |
| 10. The 30-day Annual ARD is held, following <i>Operating Guidelines: Preparing for and Conducting ARD Meetings</i>                                           | ARD Committee         | Within 30 school days of verification of Special Ed status |

### IV. Resources and Attachments, Legal Requirements

#### A. Resources

- State Performance Plan (SPP) Indicator #11—Child Find  
[http://tea.texas.gov/Curriculum and Instructional Programs/Special Education/Data and Reports/General Information - SPP Indicator 11/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/Data_and_Reports/General_Information_-_SPP_Indicator_11/)
  - *Frequently Asked Questions*, Question #10 regarding inclusion of students who transfer into the district and are reevaluated as part of Child Find under SPP #11
- Manor ISD Forms:
  - *Manor ISD Elementary New Student Registration Checklist*
  - *Manor ISD Middle School New Student Registration Checklist*
  - *Manor ISD High School New Student Registration Checklist*
  - *Manor ISD New Student Special Programs Notification Form*
  - *MISD SpEd Programs Synopsis Chart*

#### B. Legal Requirements

| Federal Regulations                              | Texas Administrative Code (TAC)                                     |
|--------------------------------------------------|---------------------------------------------------------------------|
| § 300.323 When IEPs must be in effect. [Excerpt] | § 89.1050 The Admission, Review, and Dismissal Committee. [Excerpt] |

# MANOR ISD SPECIAL EDUCATION

## Operating Guidelines: Transfer Students

| Federal Regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Texas Administrative Code (TAC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p>(a) <i>General.</i> At the beginning of each school year, each public agency must have in effect, for each child with a disability within its jurisdiction, an IEP, as defined in § 300.320.</p> <p>(e) <i>IEPs for children who transfer public agencies in the same State.</i> If a child with a disability (who had an IEP that was in effect in a previous public agency in the same State) transfers to a new public agency in the same State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency either—</p> <ol style="list-style-type: none"> <li>(1) Adopts the child's IEP from the previous public agency; or</li> <li>(2) Develops, adopts, and implements a new IEP that meets the applicable requirements in §§ 300.320 through 300.324.</li> </ol> <p>(f) <i>IEPs for children who transfer from another State.</i> If a child with a disability (who had an IEP that was in effect in a previous public agency in another State) transfers to a public agency in a new State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide the child with FAPE (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency—</p> <ol style="list-style-type: none"> <li>(1) Conducts an evaluation pursuant to §§ 300.304 through 300.306 (if determined to be necessary by the new public agency); and</li> <li>(2) Develops, adopts, and implements a new IEP, if appropriate, that meets the applicable requirements in §§ 300.320 through 300.324.</li> </ol> <p>(g) <i>Transmittal of records.</i> To facilitate the transition for a child described in paragraphs (e) and (f) of this section—</p> <ol style="list-style-type: none"> <li>(1) The new public agency in which the child enrolls must take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous public agency in which the child was enrolled, pursuant to 34 CFR 99.31(a)(2); and</li> <li>(2) The previous public agency in which the child was enrolled must take reasonable steps to promptly respond to the request from the new public agency.</li> </ol> | <p>(i) A school district must comply with the following for a student who is newly enrolled in the school district.</p> <ol style="list-style-type: none"> <li>(1) When a student transfers to a new school district within the state in the same school year and the parents verify that the student was receiving special education services in the previous school district or the previous school district verifies in writing or by telephone that the student was receiving special education services, the new school district must meet the requirements of 34 CFR, §300.323(e), regarding the provision of special education services. The timeline for completing the requirements outlined in 34 CFR, §300.323(e)(1) or (2), is 30 school days from the date the student is verified as being a student eligible for special education services.</li> <li>(2) When a student transfers from a school district in another state in the same school year and the parents verify that the student was receiving special education services in the previous school district or the previous school district verifies in writing or by telephone that the student was receiving special education services, the new school district must meet the requirements of 34 CFR, §300.323(f), regarding the provision of special education services. If the new school district determines that an evaluation is necessary, the evaluation is considered a full individual and initial evaluation and must be completed within the timelines established by §89.1011(c) and (e) of this title. The timeline for completing the requirements in 34 CFR, §300.323(f)(2), if appropriate, is 30 calendar days from the date of the completion of the evaluation report. If the school district determines that an evaluation is not necessary, the timeline for completing the requirements outlined in 34 CFR, §300.323(f)(2), is 30 school days from the date the student is verified as being a student eligible for special education services.</li> <li>(3) In accordance with TEC, §25.002, and 34 CFR, §300.323(g), the school district in which the student was previously enrolled must furnish the new school district with a copy of the student's records, including the student's special education records, not later than the 10th working day after the date a request for the information is received by the previous school district.</li> </ol> |