



Review of Move-In Student Records

School Psychologist must be notified immediately, at time of enrollment, about ALL move-in special education students (both in-state and out-of-state).

The School Psychologist must review student records and determine whether there is sufficient documentation in the records that ALL eligibility components required by Article 7 to support Indiana eligibility for the student's primary exceptionality and, if applicable, any secondary exceptionalities.

If there is insufficient documentation that all eligibility criteria have been met in the child's evaluation history, then the School Psychologist MUST recommend reevaluation. If reevaluation is necessary, School Psychologist will provide the Teacher of Record with the *Notice of Reevaluation*. In the cases of students transferring from outside of Indiana, the process for initiating consent for reevaluation may be delayed. The teacher of record and school psychologist will need to maintain communication until this process can be completed.

School Psychologist will notify Teacher of Record whether the School Psychologist needs to be invited and included in the move-in case conference.

School Psychologist will attach the Review document and the appropriate eligibility criteria sheets to the student's record in the IIEP.

If School Psychologist has recommended reevaluation, the Teacher of Record must propose the reevaluation at the move-in CC, obtain parent signature, and return the signed Reevaluation consent to the Department of Special Education with the move-in case conference paperwork. The Review document signed by the School Psychologist should also be returned to the Department of Special Education with the Reevaluation consent and move-in CC paperwork.



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STUDENT NAME: _____

SCHOOL: _____

GRADE: _____

TOR: _____

PRIMARY EXCEPTIONALITY: _____

_____ All criteria satisfied. No reevaluation needed.

_____ Insufficient documentation that criteria were met. **Reevaluation needed.**

SECONDARY EXCEPTIONALITY: _____

_____ All criteria satisfied. No reevaluation needed.

_____ Insufficient documentation that criteria were met. **Reevaluation needed.**

SECONDARY EXCEPTIONALITY: _____

_____ All criteria satisfied. No reevaluation needed.

_____ Insufficient documentation that criteria were met. **Reevaluation needed.**

YES/NO Beyond eligibility issues, I request to attend the student's move-in CC due to questions/concerns about goals, services, and/or placement. Please invite me to the student's move-in CC.

I was notified and provided records to review on _____ by _____. I have reviewed the student's records, and have attached this document and eligibility criteria sheets to the student's record in the IIEP. I have completed Pre-Conference Planning for the proposed reevaluation, if needed.

School Psychologist Signature

Date



DEPARTMENT OF SPECIAL EDUCATION

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School Psychologist: Attach this document and eligibility sheets into IIEP. If needed, prepare Notice of Reevaluation in the IIEP if needed.

TOR: Review this document. If applicable, invite School Psychologist to move-in CC. If applicable, propose Reevaluation for consideration at move-in CC. Obtain parent signature on Reevaluation. Return this document and signed Reevaluation to Department of Special Education with move-in case conference paperwork.