



Quick Reference Guide

Smooth Move Every Time, Anywhere

Losing School Information to Collect and Hand

- Address, Phone/Fax Numbers and Email Addresses
- Contact Information for Special Education Case Manager & Department Chairperson
- Contact Information for Grade level School Counselor
- Course Description Book/Grading Scale (if available for 6th grade and above)
- Individualized Education Program (IEP)
- Evaluation Reports (FIE or IEE)
- Assessments, Transcripts, Progress Reports, Report Cards
- Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP)

Expectations for Registering at the New

- If you transfer during the school year, receiving school **must provide comparable services** to those in the sending district's IEP **until they develop and implement a new IEP**
- If you transfer during the summer, there must be an IEP at the beginning of the school year.
- There are no set federal timelines for verification or review of an incoming IEP, however each state may specify the number of days, such as 20 or 30 days.
- However, if an evaluation is required then the school may invoke the timeline for an initial evaluation. If new assessments are needed, they must be expeditious to ensure prompt completion.
- If you **transfer after the service date** on an IEP, be aware that there may be challenges.
- Your child's disciplinary actions may be shared if state adopted such policy

Be Aware of Timelines

- ❑ Before you PCS, check the **Annual Review Date** on the IEP.
 - If the Annual Review date is **within 30 days** of your report date, request that the Annual Review be completed before you leave.
 - If your child turns 16 years old during the move, a **Transition Plan** must be developed in conjunction with the IEP.
 - If turning 17 years old or 18 years old during the move, your dependent must be advised of and receive Age of Majority Rights, respectively.
- ❑ Before you PCS, check the Triennial Review (3-year Evaluation) Date on the IEP.
 - If **within 6 months** out from your PCS report date, your student's Triennial/3 Year Evaluation is due, request to initiate the process.
 - The process should be initiated **no less than 90 days prior** to your departure date.
- ❑ If your child has an Individualized Family Service Plan and will turn **2 years and 3+ months** during your PCS, initiate a referral and evaluation for a Preschool IEP.
 - IFSP does not transfer into comparable IEP automatically
 - IFSP ends on your child's 3rd birthday not at the end of the school year
 - Be aware some overseas locations do not have preschool options for 3 or 4 year olds

Home-school with Special Needs

- ❑ If you are currently home-schooling and considering transitioning your student into a traditional school setting, having the following documentation may assist in the transition:
 - A copy of your student's previous school IEP, 504 Plan, Behavior Documentation and/or Disciplinary Record, and Evaluation reports
 - A copy of the home-school curriculum with course descriptions
 - Report Cards/Grades
 - Work Samples
 - Any standardized grade-level assessments conducted

Always get copies of all reports, notes, and documents!