

GUIDELINES FOR DIFFERENTIATING BETWEEN IEP TEAM REFERRAL TRANSFERS AND INTERDISTRICT TRANSFERS (IDT)

The [SELPA INTER-DISTRICT TRANSFER POLICY](#) describes the policy and procedures that guides district decision making regarding IDTs and IEP Team Referral Transfers. Each district develops its own practices aligned to the SELPA policy. Communication between departments within each district as well as between the districts involved throughout the process is important.

IEP TEAM REFERRAL TRANSFERS

(OPEN ACCESS TO DISTRICT SPECIAL EDUCATION PROGRAMS WITHIN SOUTH EAST CONSORTIUM SELPA)

- Generally starts with the DOR seeking placement for a student with a disability through the IEP process
- DOR contacts potential DOS and provides any and all relevant information
- DOS initiates Proposed Memorandum of Understanding (MOA)
- DOS and DOR sign the MOU and receive a copy
- Does not go through the SELPA, but SELPA maintains **List of available programs across the SELPA**
- SELPA is available to support communication between the districts

CALPADS REPORTING PROCESS

CALPADS SCENARIO 9: District serving the student becomes the Reporting District and the School of Attendance. DOR continues to be the District of Special Ed Accountability (DSEA).

IEP PROCESS	SEIS PROCESS	COST FORMS
DOR/DSEA participates in all IEP meetings and decision making	Record is transferred from DOR to DOS. DOS becomes the Reporting LEA and DOR is listed as the DSEA. If a district is only listed as the DSEA, they will not have access to the student's records. However, the student will still generate a notice in their Next Annual Plan Review and Next Eligibility Evaluation alerts on the SEIS homepage. If access to the student's record is required, the DSEA will need to request an account from the Reporting LEA.	Proposed MOA (Completed between DOS and DOR) Actual MOA Cost Form (including when appropriate ESY) between District offices.

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INTERDISTRICT TRANSFERS These transfers typically occur with the District Enrollment/Student Assignment Office

CALPADS REPORTING PROCESS
CALPADS SCENARIO 12: The District serving the student becomes the Reporting District, the School of Attendance and the District of Special Ed Accountability.

PARENT INITIATED INTERDISTRICT TRANSFERS* WITHIN THE SELPA		
IEP PROCESS	SEIS PROCESS	COST FORMS
DOR is not involved in the IEP process.	Record is transferred from DOR to DOS. DOS becomes both the Reporting LEA and DSEA. DOR has no access to the student's record.	Districts complete the Average Cost Calculation form and provide to the SELPA Fiscal Advisor in January and June to transfer the funds from the DOR to the DOS only for the following services (per SELPA IDT policy): <ul style="list-style-type: none"> ● Program with higher level of staffing involved (more than 2 FTE of IAs in class and/or additional auxiliary or support staff); ● Related Services for students in Therapeutic and/or intensive needs programs (i.e. Program with higher level of staffing mentioned above); ● Other Related services (i.e., 1:1 IA), translator hired or contracted required specifically for the student; ● Special supplies or equipment required.
PARENT INITIATED INTERDISTRICT TRANSFERS* OUTSIDE OF THE SELPA		
There is NOT an agreement between the SELPAs regarding billing for costs related to placement and services. All placement and services on the IEP may be billed. The SELPA office encourages communication between the districts throughout the process. <ul style="list-style-type: none"> ● DOS invoices DOR directly ● Average Cost Calculation form is used to invoice program costs between the district offices. 		

