



CANFIELD LOCAL SCHOOL DISTRICT

JOSEPH A. KNOLL, *Superintendent* • JOHN M. VITTO, *Assistant Superintendent* • PATRICIA L. PRINCE, *Treasurer*

Procedure for Adoption of Transfer Documents

1. Transfer of a student to Canfield Local School District from another Ohio school district:

ETR:

- The school psychologist will review the ETR and make a recommendation to the District as to whether or not the ETR can be adopted. If the ETR cannot be adopted, a new ETR (RETR) must be conducted. The school psychologist should consider the following:
 - ☐ Were all timelines met in the ETR
 - ☐ Were all procedural requirements met in the ETR
 - ☐ Were appropriate assessments conducted based on the suspected disability areas
 - ☐ Were all required parts of the ETR completed
 - ☐ Was there valid team membership with signatures
 - ☐ Did the data in the ETR support the disability eligibility
- If the school psychologist recommends to the District that the ETR be adopted, and the District agrees, the school psychologist will do the following:
 - ☐ Initial the front cover of the ETR with the date of adoption
 - ☐ Construct and send home a prior written notice documenting the adoption of the document
 - ☐ Complete an EMIS data sheet indicating the date of adoption and send all documents to the Special Services Secretary
- If the school psychologist recommends to the District that a new ETR (RETR) must be conducted, and the District agrees, the school psychologist will do the following:
 - ☐ Contact the parent to explain why a new ETR must be conducted
 - ☐ Schedule a planning meeting within 30 days of when the ETR was received from the previous district
 - ☐ Conduct a reevaluation ETR within 60 days of the planning meeting
 - ☐ Send the RETR to the Special Services Secretary along with the EMIS sheet

*Complete PR-01 documents as required in this process



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IEP:

- The Intervention Specialist that has received the student on their caseload will review the IEP and make a recommendation to the District as to whether or not the IEP can be adopted. The intervention specialist should consider the following:
 - ☐ Were all timelines met in the IEP
 - ☐ Did the IEP team have all appropriate members or were excusals completed for members of the team that could not be present
 - ☐ Did all team members sign the document
 - ☐ Does the document meet all procedural requirements under IDEA
 - ☐ Do the goals, objectives and services outlined in the IEP appear to be reasonable and meaningful given the child's identified areas of need
 - ☐ Do all other areas of the IEP appear to be reasonable and meaningful given the child's identified areas of need
 - ☐ Does the IEP address the areas of need that were identified in the ETR
- The Intervention Specialist will recommend to the IEP team that the document fall under one of the three options:
 - ☐ The IEP meets all criteria outlined above and can be adopted by the District
 - ☐ The IEP meets most of the criteria listed above, but needs to be amended to make a few minor changes in order to meet all criteria listed above
 - ☐ The IEP needs to be rewritten and will be considered an annual review IEP
- Once the recommendation is accepted, the intervention specialist will do the following:

If adopting the IEP:

 - ☐ Initial the front cover of the IEP with the date of adoption
 - ☐ Construct and send home a prior written notice documenting the adoption of the document
 - ☐ Complete an EMIS data sheet indicating the date of adoption and send all documents to the Special Services Secretary



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If amending the IEP:

- ☐ Schedule an IEP amendment meeting to make changes to the document within 30 days of receiving the document from the prior district
- ☐ Construct and send home the prior written notice and the amended IEP document
- ☐ Complete an EMIS data sheet indicating the date of the amendment and send all documents to the Special Services Secretary

If conducting an annual review IEP:

- ☐ Hold the annual review meeting within 30 days of the decision to complete an annual review IEP
- ☐ Construct and send home a prior written notice documenting the decision to complete an annual review IEP
- ☐ Notify the Special Services Secretary that the IEP document will not be adopted, indicating the student will be serviced under an NIEP code until the new IEP is written
- ☐ Once complete, send all documents to the Special Services Secretary

2. Transfer of a student to Canfield Local School District from a district outside of Ohio:

ETR:

- The school psychologist will review the ETR and make a recommendation to the District as to whether or not the ETR can be adopted. If the ETR cannot be adopted, a new ETR (IETR) must be conducted. The school psychologist should consider the following:
 - ☐ Does the out-of-state testing document meet all procedural requirements of the Ohio ETR (i.e. SLD criteria Part 3)
 - ☐ Were all timelines met in the ETR
 - ☐ Were all procedural requirements met in the ETR
 - ☐ Were appropriate assessments conducted based on the suspected disability areas
 - ☐ Were all required parts of the ETR completed
 - ☐ Was there valid team membership with signatures
 - ☐ Did the data in the ETR support the disability eligibility



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- If the school psychologist recommends to the District that the ETR be adopted, and the District agrees, the school psychologist will do the following:
 - ☐ Initial the front cover of the ETR with the date of adoption
 - ☐ Construct and send home a prior written notice documenting the adoption of the document
 - ☐ Complete an EMIS data sheet indicating the date of adoption and send all documents to the Special Services Secretary
 - If the school psychologist recommends to the District that a new ETR must be conducted, and the District agrees, the school psychologist will do the following:
 - * Note: When rejecting an out-of-state ETR, the ETR conducted is considered an initial ETR (IETR)*
 - ☐ Contact the parent to explain why a new ETR (IETR) must be conducted
 - ☐ Schedule a planning meeting within 30 days of when the ETR was received from the previous district
 - ☐ Conduct an initial ETR within 60 days of the planning meeting
 - ☐ Send a copy of the initial ETR to the Special Services Secretary along with the EMIS data sheet
- *Complete PR-01 documents as required in this process

IEP

- The Intervention Specialist that has received the student on their caseload will review the IEP and make a recommendation to the District as to whether or not the IEP can be adopted. The intervention specialist should consider the following:
 - ☐ Does the IEP document meet all procedural requirements for the State of Ohio (even if in a different format)
 - ☐ Were all timelines met in the IEP
 - ☐ Did the IEP team have all appropriate members or were excusals completed for members of the team that could not be present
 - ☐ Did all team members sign the document
 - ☐ Does the document meet all procedural requirements under IDEA
 - ☐ Do the goals, objectives and services outlined in the IEP appear to be reasonable and meaningful given the child's identified areas of need
 - ☐ Do all other areas of the IEP appear to be reasonable and meaningful given the child's identified areas of need
 - ☐ Does the IEP address the areas of need that were identified in the ETR



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- The Intervention Specialist will recommend to the IEP team that the document fall under one of the three options:
 - ☐ The IEP meets all criteria outlined above and can be adopted by the District
 - ☐ The IEP meets most of the criteria listed above, but needs to be amended to make a few minor changes in order to meet all criteria listed above
 - ☐ The IEP needs to be rewritten and will be considered an initial IEP
- Once the recommendation is accepted, the intervention specialist will do the following:

If adopting the IEP:

- ☐ Initial the front cover of the IEP with the date of adoption
- ☐ Construct and send home a prior written notice documenting the adoption of the document
- ☐ Complete an EMIS data sheet indicating the date of adoption and send all documents to the Special Services Secretary

If amending the IEP:

- ☐ Schedule an IEP amendment meeting to make changes to the document within 30 days of receiving the document
- ☐ Construct and send home the prior written notice and the amended IEP document
- ☐ Complete an EMIS data sheet indicating the date of the amendment and send all documents to the Special Services Secretary

If conducting an initial IEP:

- ☐ Hold the initial IEP meeting within 30 days of the decision to complete an initial IEP
- ☐ Construct and send home a prior written notice documenting the decision to complete an initial IEP
- ☐ Notify the Special Services Secretary that the IEP document will not be adopted, indicating the student will be serviced under an NIEP code until the new IEP is written
- ☐ Once complete, send all documents to the Special Services Secretary

*Complete PR-01 documents as required in this process

*Note: If an IEP is adopted and an ETR is conducted, the IEP team will need to meet to add ETR information into the IEP once complete. This is done through an amendment. Any other adjustments to the IEP based on the ETR information can be completed as an amendment at that time.

100 Wadsworth St. Canfield, OH 44406 • (330) 533-3303 • canfieldschools.net

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