OPERATING PROCEDURES

CHILDREN WHO TRANSFER OR RECENTLY REGISTERED

Kirbyville CISD **121905**

Template update October 2024

Legal Framework: CHILDREN WHO TRANSFER OR RECENTLY REGISTERED
Related Resources
Broad Category: CHILD FIND

PROCEDURES:

- District personnel have been notified that a student has been transferred to another district.
    - The campus should notify the special education department and provide the documentation of where records are to be sent.
    - Special education department will then email, mail, or transfer records from the special education software depending on the needs of the requesting district within 10 working days.
    - Special education department will document the date and time the records were sent.
    - If a child is in the process of being evaluated for special education eligibility and the student enrolls in a new district, the special education department will notify the receiving school district that there is an evaluation in progress. The new district must coordinate with Kirbyville CISD to ensure prompt completion of the initial evaluation.
        - Assessment personnel will email, mail, or transfer records from the special education software depending on the need of the requesting district so they can have any completed components of the initial evaluation for their review.
- Regardless of whether a student registers during the school year or during the summer, the campus registrar, campus administrator, or assessment personnel will take reasonable steps to obtain student records from the previous school.
    - Kirbyville CISD will review the records to determine if a student is a student with a disability and is receiving special education services.
    - The district may also ask the parent or legal guardian to provide verification of eligibility by providing a copy of the student's IEP that was in effect at the previous school.
    - The day the district receives a complete copy of the IEP that was in effect in the previous district is "day one" for calculating the timelines in this operating procedure.
- Kirbyville CISD will request records through TREx, special education software transfer, call the previous school with a verbal request, email, and/or written correspondence to obtain records from the previous school district.
- The campus administration and the Special Education Director will request verification of eligibility from the parent if the previous school has not sent the requested documentation.
- The district will review the IEP and or the documentation stating that there is an evaluation in progress upon student enrollment. The evaluation personnel will communicate and coordinate with the previous school to obtain any components of the evaluation that have been completed so it can be reviewed and additional data needs be determined.
    - The initial timeline applies to Kirbyville CISD unless;
        - The district is making sufficient progress to ensure a prompt completion of the evaluation; and

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    - The parent and the district agree to a specific time when the evaluation will be completed.
- The campus administrator, evaluation personnel, or Special Education Director will meet with the parent to review the IEP that was in place at the previous school and determine the comparable services to be provided.
- For a student who transfers from another state, the evaluation personnel or Special Education Director will review the IEP and previous FIE to determine if a Full Individual and Initial Evaluation is required to provide a free and appropriate public education. The disability eligibility criteria will be compared to the previous evaluation and a review of existing evaluation data will be completed to determine if an FIIE is necessary.
- The date the verification is obtained will be put in a tracking spreadsheet with a 20-school day ARD due date. The appropriate campus personnel will be notified of the due date. (day-one is the day the verification is received)
- The district will complete a review of existing evaluation data to determine if there is any data needed to provide a free and appropriate public education.

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Registrar/Campus Administrator/Evaluation Personnel

TIMELINES FOR CHILDREN WHO TRANSFER:

- Initial evaluation pending
- Adopting previous IEP or developing, adopting, and implementing new IEP for the child who transfers within the state is 20 school days from the date the student is verified as being eligible for special education services.
- Conducting an FIIE, if necessary, and, if appropriate, develop, adopt, and implement a new IEP for the child who transfers from outside the state within FIIE timelines; or, if an FIIE is not necessary, develop, adopt, and implement a new IEP within 20 school days from the date the student is verified as being eligible for special education services.

EVIDENCE OF PRACTICE:

- Forms or checklists
- Records from previous LEA
- Copy of records transmittal
- Copy of REED
- Copy of ARD committee meeting
- TSDS/PEIMS records of transfer students with disabilities
- Other

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