



**Special Services Cooperative
of Jefferson County**

IDEA Transfer Student Documentation Form

REFER TO COMPLIANCE STANDARDS AND INDICATORS, DOCUMENT F, TRANSFER PROCEDURES, FOR EXPLANATION OF REQUIRED DOCUMENTATION.

The six-digit numbers found throughout this document refer to the applicable Indicators of Document F.

Student Name	Date of Birth	Grade
Date of Enrollment (m/d/y) [100100]:		Date of first day of school (m/d/y): [100900, 101300, 101700]

Parent(s) Name		
Address		
City	State	Zip
Phone	Other Phone	

Previous School

Name of School District	Building	
Address		
City	State	Zip
Phone	Fax	

Records Request [100300] –IDEA 2004 requires that to facilitate the transition for a child entering from another school district in Missouri or from an out-of-state school, the new school in which the child enrolls shall take reasonable steps to promptly obtain the child’s records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous school in which the child was enrolled and the previous school in which the child was enrolled shall take reasonable steps to promptly respond to such request from the new school.

The Missouri Safe Schools Act requires receiving school districts to request records within two (2) business days of enrollment. Sending Missouri districts are required to send records within five (5) business days of receiving a request for records.

Evaluation Report	Requested (m/d/y)	Received (m/d/y)*
IEP	Requested (m/d/y)	Received (m/d/y)*
Other:	Requested (m/d/y)	Received (m/d/y)

***If there is a known or suspected disability and an evaluation report is not received within 30 days of enrollment, proceed with evaluation/reevaluation procedures.**

***If an IEP is received at enrollment and there is a delay in accepting or rejecting the previously held IEP or if the previously held IEP is rejected and there is a delay in developing a new IEP, the public agency, in consultation with the parent, must provide FAPE to the child, including services comparable to those described in the previously held IEP, until such time as the public agency can adopt the previously held IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.**

SECTION 2: NO EVALUATION REPORT OR IEP RECEIVED AT ENROLLMENT**District implements procedures to determine if student is known or suspected to have a disability [100200]:**

Did review of information on enrollment form indicate that the child was receiving or had previously received Special Education Services? Yes No

**Attach the Interview Documentation Form*

- Parent/Guardian Interview
 Student Interview (age 18+)

Is information, as listed above, provided by parent/guardian/student (age 18+) at enrollment sufficient to reasonably suspect that the child is a child with a disability under IDEA?

- NO - STOP—Place child in regular education.
 YES - Go to next question.

Is information sufficient to services and placement?

- YES: IEP developed on (m/d/y)____/____/____
 NO: Conduct interviews with officials of sending schools as soon as possible [100400].

Is interview information as indicated above from officials of the sending school sufficient to determine eligibility, services and placement?

- NO—STOP--Student placed in regular education [100500]
 YES [100600] IEP developed on (m/d/y)____/____/____

Decisions Based on enrollment and interview information:

Date of Decisions (m/d/y)____/____/____

Name/role of individual(s) making decision

Name	Role
Name	Role
Name	Role

EVALUATION REPORT

Current Evaluation report not received within 30 days of enrollment.

Documentation is present

- Reevaluation procedures initiated ____/____/____

Was the child determined eligible?

- Yes
- IEP team convened within 30 days of eligibility determination to review/revise IEP
 - IEP review/revision determined not necessary
- No
- Parent provided with Notice of Change of Ineligibility/Change of Placement and child exited from services

SECTION 3: Evaluation Report Received, NO IEP received at enrollment

EVALUATION REPORT – Acceptance indicates that the evaluation report is compliant and includes all information necessary to determine eligibility in the State of Missouri.

Immediately upon enrollment (if after beginning of school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to accept or reject it.

Date evaluation report reviewed (m/d/y) ____/____/____ [100900]

Decision: Accepted [101100]

Rejected [101000] Reevaluation initiated on (m/d/y)_____/_____/_____

Name/role of individuals making decision: [100900]

Name	Role
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Name	Role
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Name	Role
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No IEP Received at Enrollment [101200]

Interviews conducted to determine services (attach Interview Form)

- Parent/Guardian Interview
- Student Interview (age 18+)
- Officials of Sending School

Was Evaluation Report accepted?

- Yes
 - IEP developed on ____/____/____
- No
 - Reevaluation initiated on ____/____/____
 - IEP developed on ____/____/____

Was the child determined eligible?

- Yes
 - IEP team convened within 30 days of eligibility determination to review/revise IEP
 - IEP review/revision determined not necessary
- No
 - Parent provided with Notice of Change of Ineligibility/Change of Placement and child exited from services

SECTION 4: IEP received, NO Evaluation Report received at enrollment

IEP – Acceptance indicates that the IEP is compliant according to Missouri Regulations and can be implemented as written.

Date IEP reviewed (m/d/y) ____/____/____ [101400]

Documentation of Decision:

- Accepted – IEP Implemented on ____/____/____ [101400]
- Rejected
 - o IEP developed on ____/____/____

Was there a delay in determining acceptance or rejection of IEP or, if IEP rejected, a delay in developing a new IEP? [101500]

- No
- Yes
 - o Public Agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previously held IEP, until such time as the public agency could adopt the previously held IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.

Name/Role of Individual(s) Making Decision [101400]

Name	Role
Name	Role
Name	Role

EVALUATION REPORT [100600]

Was Evaluation Report received within 30 days of enrollment?

- Yes

Evaluation Report Reviewed:

Documentation of Decision:

- Accepted
- Rejected
 - o Reevaluation initiated on ____/____/____
 - o

Name/Role of Individual(s) Making Decision

Name	Role
Name	Role
Name	Role

- NO Reevaluation initiated on ____/____/____

Was the child determined eligible?

- Yes
 - o IEP team convened within 30 days of eligibility determination to review/revise IEP
 - o IEP review/revision determined not necessary
- No
 - o Parent provided with Notice of Change of Ineligibility/Change of Placement and child exited from services

SECTION 5: IEP And Evaluation Report Received At Enrollment

EVALUATION REPORT – Acceptance indicates that the evaluation report is compliant and includes all information necessary to determine eligibility in the State of Missouri.

Immediately upon enrollment (if after beginning of school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to accept or reject it.

Date evaluation report reviewed (m/d/y) ____/____/____ [101700]

Decision: Accepted [101900]

Rejected [101800]

Reevaluation initiated on (m/d/y)____/____/____

Was the child determined eligible?

Yes

- IEP team convened within 30 days of eligibility determination to review/revise IEP
- IEP review/revision determined not necessary

No

- Parent provided with Notice of Change of Ineligibility/Change of Placement and child exited from services

Name/role of individual(s) making decision: [101700]

Name	Role
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Name	Role
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Name	Role
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IEP – Acceptance indicates that the IEP is compliant according to Missouri Regulations and can be implemented as written.

Date IEP reviewed (m/d/y) ____/____/____ [101400]

Documentation of Decision:

Accepted – IEP Implemented

Rejected

- IEP developed on ____/____/____

Was there a delay in determining acceptance or rejection of IEP or, if IEP rejected, a delay in developing a new IEP? [101500]

No

Yes

- Public Agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previously held IEP, until such time as the public agency could adopt the previously held IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.

Name/Role of Individual(s) Making Decision [101400]

Name	Role
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Name	Role
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Name	Role
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Interview Information DOCUMENTATION FORM

Student Name:	Date of Enrollment (m/d/y):
Name of Sending District:	Name of School Building:

Parent/Guardian/Student (18+) Interview [100400]

Date of Interview:	
Name/Role of parent/guardian/student (18+) interviewed	
Name	Role
Name/Role of individual conducting interview:	
Name	Role
Evaluation Information:	
Date (m/d/y) of current evaluation:	
Category(ies) of eligibility:	
IEP Information	
Date (m/d/y) of current IEP:	
Present Level of Performance:	
Goals:	
Special Education/Related Services:	
Accommodations/Modifications:	
Placement:	
Other relevant information gained:	

Sending District Interview

Date of Interview:	
Name/Role of personnel interviewed from sending school	
Name	Role
Name/Role of individual conducting interview:	
Name	Role
Evaluation Information:	
Date (m/d/y) of current evaluation:	
Category(ies) of eligibility:	
IEP Information	
Date (m/d/y) of current IEP:	
Present Level of Performance:	
Goals:	
Special Education/Related Services:	
Accommodations/Modifications:	
Placement:	
Other relevant information gained:	