**Transfer IEP**

For ALL transfer IEP’s, including in valley transfers K-12th grade, please visit with the school psychologist. The school psychologist will work with you to determine if the IEP will be accepted as written or if the IEP needs to be rewritten.

Fill in the “Change of Status” form for ALL transfers, including students who transfer within the San Luis Valley. If the school of attendance receives an IEP, ensure that SLV BOCES obtains a copy of the IEP.

If the student transfers between Colorado school districts, the new district may adopt the IEP from the previous district, in which case an IEP meeting is not required; or the new district may develop, adopt, and implement a new IEP through the IEP process. The new district must immediately initiate education services and provide a free appropriate public education by providing special education and related services in conformity, or in agreement with the child’s current IEP.

**Process**

1. Inform your school psychologist (K-12) or ECSE (preschool age) if a student transfers into your district with an IEP. Their role in transfers is to determine if eligibility meets our state’s criteria and to meet significant change of placement guidelines.
2. The case manager role is to: inform the records clerk of the change of status and to share the students profile information from your district’s SIS system (with the data pipeline submission of information, our Enrich information must match what is in the school district system). Teachers need to send the following information to their records specialist.
	1. Student personal information: name, address, Ethnicity, Race, ELL Status, Gender, DOB, disability
	2. Guardians name and address
3. School Psychologists will begin the Transfer form in Enrich.
4. Teachers/service providers will need to complete the services and goals and objectives in the transfer packet.

Accepting the IEP:

* To conform to the IEP from the previous school, similar services must be provided. If increasing or decreasing the time of the service on the IEP does not change Least Restrictive Environment (LRE), you can accept the IEP and revise the service time adjustments in the Transfer. Reminder you cannot add or delete a service without an evaluation.
* To conform to the IEP from the previous school, you can keep the intent of the annual goals and change the way they are measured if your site measures progress in a different way.
* The transfer IEP becomes the IEP when you are accepting it in most circumstances. Annual due dates and triennial dates from the IEP of previous school apply. Reminder to notify records clerk of transfer of valley students BEFORE you open a transfer form—the records clerk can transfer the IEP to your site. This doesn’t resolve the transfer need to enter information.

Not accepting the IEP/scheduling a new IEP meeting:

* If you are substantially changing placement or the disability category, you need to not accept the IEP, evaluate and schedule an IEP meeting. The 60/90 rule will apply to re-determine eligibility.
* If changing the transition to adulthood wording/plan, ESY eligibility, state/district assessment accommodations and modifications, changing the LRE to meet increased/decreased student needs, changing the priority needs for annual goals and objectives, the team is then deciding to not accept the IEP. The IEP meeting should be held as soon as possible, changes to the IEP are more about scheduling challenges and should occur within 2-3 weeks, **but no longer than 30 days**.

\*\*\*Reminder: If we don’t have Initial Provision for Services in the records from the previous school, please have parents sign a new one.

\*\*\*Enrich guidance: On the transfer form when asking for the date of eligibility, insert the date the last eligibility was determined from the previous schools’ information!

\*\*\*Notify records clerks of transfer of students within the valley schools BEFORE you open the Transfer form in Enrich.

**If...Then.....When do we complete a special evaluation in the transfer process?**

**Transfer from School District to.....**

 Facility Special Evaluation

 On line Program Special Evaluation

 Another School District Be Thankful/Change of Status if out of AU

**Transfer if within AU**

 Home School Prior Written Notice/Notification

 Unknown Change of Status/Unknown

 Private Placement Special Evaluation

**Transfer from On line Program to...**

 Facility Special Evaluation

 Another on line program Change of Status

 A different district/brick and mortar Special Evaluation

 Same school district brick and mortar Special Evaluation

 Home School Prior Written Notice/Notification

 Unknown Change of Status/Unknown

 Private Placement Special Evaluation

**Transfer from Facility to...**

 Another facility Change of Status

 On line program Special Evaluation

 School district Special Evaluation

 Home School Prior Written Notice

 Unknown Change of Status

 Private Placement Special Evaluation

**Transfer from Private Placement to...**

 Facility Special Evaluation

 On Line program Special Evaluation

School district Special Evaluation/unless there is a current IEP; with current IEP review current IEP and determine if still appropriate; if not-special evaluation; if it is appropriate-implement IEP.

 Unknown Change of Status

 Home School Prior Written Notice

 It is best practice to complete an IEP and offer/compare FAPE to private placement service plan.

**Transfer from Home school to...**

 This all depends on how current the last IEP was. Transfer the current IEP or evaluate if the IEP is expired.