Your So	chool/Dist		oEd 18 04.08
		<u> </u>	
	, <u></u>	IN-STATE TRANSFER STUDENT CHECKLIST	
Studer	nt's Nam	Date:	
Date o	of Birth:		
1. IF	St	ent is entering with special education records, including current IEP.	
And		arents indicate that they are satisfied with the IEP and/or receiving school determines that curr ppropriate and can be implemented as written (goals, progress, special education and related se	
Then		nmediately adopt and implement existing IEP from other school or district.	
		ee Step 4.	
2. IF	St	ent is entering with special education records, including current IEP.	
And		arents and/or school indicate that they are <u>not</u> satisfied with the IEP and/or current IEP is not ppropriate and/or cannot be implemented as written (goals, progress, special education & rela ervices).	ited
		rovide a FAPE to the student, including comparable services to existing IEP.	
Then		rovide Notice of Meeting and have the IEP team develop and implement a new IEP as soon as pos	sible.
		ee Step 4.	
3. IF	St	ent is entering without special education records.	
And		arent reports/indicates that student was in special education in previous school.	
First		equest all special education records from previous LEA. (The previous LEA in which child was enrolled must take reasonable steps to promptly respond or written request for records from the new public agency.) Document date of request and date of receipt.	to a verbal
		erify special education status by telephone. Document the following: o Information obtained from (name and role of informant):	
		isability category: ☐ AU ☐ SLI ☐ DB ☐ DD ☐ ED ☐ HI ☐ ID	
		□ MD □ OHI □ OI □ SLD □ TBI □ VI	
		escription of type, amount, and duration of special education and related services	
		ate of last eligibility: Date of Last IEP:	
		ow student participated in statewide assessment	
		rogress reports	
		ttendance and disciplinary data:	
Then		rovide a FAPE to the student, including comparable services to existing IEP.	
4.	Recei	student special education records.	
==		pon receipt of special education records, review file and determine if Step 1 or Step 2 is more	

- □ Upon receipt of special education records, review file and determine if Step 1 or Step 2 is more appropriate and ensure special education file contains at least minimum requirements:
 - Signed parental Consent for Initial Placement
 - Current Eligibility Determination with an Evaluation Summary Report
 - Current IEP

☐ Have team decide what additional data/documentation are needed to correct incomplete or incorrect file contents and take necessary actions to complete file.

Note: Experiencing difficulty in obtaining the IEP from the previous LEA does not relieve the current LEA of its obligation to have a current IEP in place for an eligible student.