# In-State Transfer Student Checklist

(USBE Rules III.C.1.)

District/School: Date:

Student Name: DOB: Grade:

**Promptly obtain the student’s records from the previous LEA including the IEP, supporting documents, and any other records relating to the provision of special education or related services to the student.**

**Student transfer during the summer:**

Student with a disability has an IEP in effect at the beginning of the school year.

**Student transfer during the school year:**

Step 1: Student with a disability has a current IEP from previous LEA.

Step 2: Consult with parent(s) or student who is an adult to provide a FAPE to the student including services comparable to those described in the current IEP from the previous LEA.

Date of consult:

Additional notes:

Step 3: IEP Team decided to:

Adopt the current IEP from the previous LEA.

Develop, adopt, and implement a new IEP.

***NOTE:*** *The requirements outlined above apply to students transferring from an LEA placement to a local juvenile or adult correctional facility or temporary State placement for observation and assessment (USBE Rules III.C.1.b.).*

***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 (USBE Rules III.C.4.).*