

Transfers

I can accept if: The IEP matches the eligibility and the goals and services in the IE line-up with the child's eligibility and needs as expressed in the evaluation. For example: a child is eligible with SLD in reading comprehension and has specialized instruction to address this daily with goals related to reading comprehension. Even if the IEP has services our district doesn't provide (eg. adaptive PE) we can provide comparable service.

I cannot accept if:

1. The IEP goals and services do not match the eligibility and needs of the child as expressed in the evaluation (or student impact statement). For example, a student who is SLD with behavior goals.
2. The services provided do not match the eligibility. For example, a student with SLD with OT unless there is clearly a connection made to need this service. Or the service is higher than necessary such as 2 hours of speech per week.
3. The IEP has a placement that we can't provide (residential) or doesn't match the eligibility (SLD in less than 40%)
4. If the student is out of state and the eligibility is not one the state of Colorado uses OR we don't have an evaluation report to support the selection of that eligibility.

If at all possible, accept. Remember, we don't have to provide EXACT service, just comparable.

1. Open programs tab in ENRICH. Select START PROGRAM. Select SPECIAL EDUCATION.
 - a. If accepting: From the drop down menu select either Transfer out of State adopted or Transfer In State adopted
 - b. If rejecting select Interim Plan
 - c. Select the date the student enrolled in district.
2. **IN STATE or OUT of STATE ADOPTED:**
 - a. Enrollment:
 - i. Enter the service district and school and the home district and school
 - ii. Enter the district the student transferred from
 - iii. Select YES for adopting the IEP
 - b. DATES
 - i. *Start date* is the beginning date of the previous school IEP. NOT the date starting in this district
 - ii. *Planned end date* is the end of the previous school IEP
 - iii. *Next review due* by is when the previous school IEP end
 - iv. *Initial Evaluation date:* Should be on the previous school IEP, if not use the MOST RECENT evaluation and eligibility information you have

- v. *Initial Eligibility date*: Again, should be on the previous school IEP, if not use the MOST RECENT eval and eligibility information you have
 - vi. *Next Eligibility date*: Should be listed on the previous school IEP, if not it will be three years from the time of last evaluation.
 - vii. *Initial Consent for Services*: Should be on the previous school IEP. If you can't find it is optional.
 - viii. *Initial Consent for Evaluation*: Should be on the previous school IEP. If you can't find it, it is optional.
- c. Eligibility Determination:
- i. Enter the date-should be on the front page of previous IEP. Use the most recent evaluation and eligibility information
 - ii. Enter eligibility
- d. Consent for Evaluation and Consent for Services: This information should be on the previous school IEP on the front page
- i. **IF TRANSFERRING FROM OUT OF STATE! You will need to create a new Initial Consent for Special education services (Enrich, add action) and have parents sign it and put this date on the form???**
- e. Procedural Safeguards: Enter the date you will give (or gave) the parents procedural safeguards
- f. Present Levels of Performance: Enter this information as it is written in the previous IEP. You can add a statement that the student transferred from ____ district on ____ date. Copy this section word for word using common sense (you can correct grammar and spelling errors etc.)
- g. Consideration of Special factors: This should be copied word for word
- h. Goals: Copy word for word with common sense. You can change probes if the current probes are invalid. You can change wording as long as the intent of the goal is maintained. If there isn't a baseline, enter what you know of the child.
- i. Accommodations, modifications, ESY, and testing should be copied word for word with common sense
- j. Services: Copy this word for word but if you are providing comparable service (ie. PT instead of APE; social work instead of counselor etc.) enter the ACTUAL COMPARABLE SERVICE you will be providing the child.
- k. **Participants: This should be our district participants who were part of the transfer meeting or discussion if an actual meeting isn't held.**
- i. **You can send home signature pages to the parents explaining that the IEP was just adopted as is.**
3. INTERIM PLAN (not adopted)
- a. Enrollment:
 - i. Enter the service district and school and the home district and school
 - ii. Enter the district the student transferred from
 - iii. Select NO for adopting the IEP
 - b. DATES
 - i. *Start date* is the beginning date of the previous school IEP

- ii. *Planned end date* is the date of the new meeting (ASAP!!! 3-5 days at most!)
 - iii. *Next review date*: is the new eligibility/IEP meeting date
 - iv. *Initial Evaluation date*: Should be on the previous school IEP, if not use the MOST RECENT evaluation and eligibility information you have
 - v. *Initial Eligibility date*: Again, should be on the previous school IEP, if not use the MOST RECENT eval and eligibility information you have
 - vi. *Next Eligibility date*: Should be the date of the new meeting. Again ASAP 3-5 days at most.
 - vii. *Initial Consent for Services*: Should be on the previous school IEP. If you can't find it is optional.
 - viii. *Initial Consent for Evaluation*: Should be on the previous school IEP. If you can't find it, it is optional.
- c. Eligibility Determination:
- i. Enter date from previous school IEP and eligibility category
- d. Consent to Evaluate:
- i. This should be the NEW consent to evaluate: Since we are rejecting the IEP we need to evaluate to make changes. New consent is required.
 - ii. Create a new CONSENT FOR EVALUATION (choose initial if it the students first time in Colorado, choose re-eval if transferring within state)
 1. On the consent select "Review data, no new testing" as you won't have time to do any testing.
 2. Print off new consent and have parents sign it ASAP.
- e. Consent for Special Education Services:
- i. If new to Colorado, you will need to create a new INITIAL CONSENT FOR SERVICES in ENRICH (Under add action) and have the parents sign this.
 - ii. If transferring within state then put the date from the previous school IEP
- f. Procedural Safeguards: Put the date you will give safeguards (can get this when you get consent for evaluation)
- g. Under ESY and Consideration of Special Factors put what the previous school IEP said
- h. Under Goals: Put what the previous IEP said. You can put "See previous IEP, new IEP will be developed"
- i. For the remaining sections of the IEP put what the previous IEP said or the comparable service you will be providing or say "See previous IEP, new IEP will be developed"
- i. In cases where the LRE is different (eg the previous IEP says residential and we can't provide that) the meeting MUST BE HELD WITHIN 1-2 days at most!!!
- j. For Participants: if an actual meeting was held, put the participants. If an actual IEP meeting wasn't held but just discussed, put those participants.

4. Save, finalize and email IEPreviewer@upboces.org to let the reviewer know it is ready for approval.
5. Make changes as necessary and re-finalize within 5 days.
 - a. You will not be able to start a new IEP until this IEP has been approved so if you are rejecting the IEP and need to have a new one ASAP, you can call your IEP reviewer or Kendal Kelly to make sure you get it approved in time.