

Transfer Student Procedures

WV Policy 2419

Chapter 5 INDIVIDUALIZED EDUCATION PROGRAMS

Section 4. IEPs for Transfer Students

A. **Transfer from a West Virginia School District**

When a student with a current WV IEP transfers school districts within the same school year, and enrolls in a new school, the district must make reasonable efforts to consult with the parent **within two school days of initial enrollment** and to **initiate FAPE for the student within one school day of the parent consultation**. FAPE includes services comparable to those described in the previously held IEP. Within ten school days of the parent or adult student consultation, the district must adopt the previously held IEP or develop and implement a new IEP.

B. **Transfer from an Out-of-State District**

When a student with a disability transfers from out of state to a West Virginia school district within the same school year, and enrolls in a new school, and had an IEP that was in effect in that other state, the district must make reasonable efforts to consult with the parent within two school days of initial enrollment and to initiate FAPE for the student **within one school day of the parent consultation**. FAPE includes services comparable to those described in the previously held IEP, in consultation with the parent or adult student, the district temporarily adopts the previously held IEP until such time as the district conducts an evaluation, if necessary, determines eligibility and develops and implements a new IEP, if appropriate.

Within **two school days of enrollment**, the receiving district must request records and supporting documents and any other records related to the provision of special education and related services from the sending district. If the district decides an evaluation is necessary to determine the transfer student's eligibility under West Virginia eligibility criteria, the district must conduct the evaluation using the requirements and timelines for initial evaluation, including obtaining parental consent. 126CSR16

C. **Transmittal of Records**

The district in which the student was previously enrolled must take reasonable steps to respond within one school day to the request for records from the new/receiving district. This includes schools administered by the Office of Diversion and Transition Programs (ODTP) and the West Virginia Schools for the Deaf and Blind. Parent consent is not required when transmitting records to a district in which the student seeks or intends to enroll.

Morgan County Practices

****Notify Office of Special Education of ANY new enrollments with an IEP/504 immediately***

In County Transfer: Hold an IEP meeting if the accommodations, services, and/or goals will be changed in any manner. This meeting can be held with only school level staff and parent (NOTE: Be sure to check with related service providers to determine if related service minutes will be maintained)

In State Transfer: Hold an IEP meeting to adjust IEP as needed (minutes, services, LRE), adhering to timelines in Policy 2419 (stated above), to adhere to what will be offered in Morgan County and to meet student's needs. The IEP meeting can be held with only school level staff and parent (i.e. no county level staff needed, be sure to invite the related service provider)

Out of State Transfer: Contact county level staff (secretary, director, IEP coordinator) to set up a Transfer Meeting. This meeting may involve an Eligibility Committee meeting (if necessary evaluations are obtained and current) and the development of an IEP, or may only involve a request to evaluate and the completion of a Prior Written Notice stating provision of FAPE commensurate with the previous IEP while evaluation is being conducted.

Transfer Documents

- Documentation of Consultation with parent
- Meeting Notice
- Eligibility Committee Report
- Eligibility Determination Checklist
- SLD/AU Team Report (if appropriate)
- Prior Written Notice

Personnel responsible for notifying OSE: _____