

CHILDREN WHO TRANSFER

ALIEF MONTESSORI COMMUNITY SCHOOL

101815

Template update May 2020

Legal Framework: CHILDREN WHO TRANSFER

[Related Resources](#)

Broad Category: CHILD FIND

POLICIES AND PROCEDURES

- When a student transfers to this charter district, the campus may place the student in special education on a temporary 30 school day basis. We have 10 days to obtain records by calling the previous district/school, emailing the appropriate personnel and/or requesting documents through TRex from the previous district for review from the Campus Evaluation Team Members.
- If the FIE is from another Texas school district, all the required components of the FIE should be addressed in a Transfer Meeting written report. If the FIE is complete and current, the Campus Evaluation Team Members may choose to use the report from the previous district and need not test further.
- If records are not available and the local school does not receive a FIE, the campus assessment multidisciplinary team must complete a full evaluation. These are the steps that need to be followed when a special education student transfers from another school district in state or out of state:
 - Complete transfer meeting pages in SEAS/Empower Program,
 - Request new assessment/Complete REED,
 - Complete FIE, if necessary, before the 30-day ARD,
 - Schedule ARD meeting within 30 school days, and
 - Conduct a constituted ARD meeting with appropriate IEP documentation.
- A student with a disability who has an IEP in place from a previous in school district and or out-of-state who enrolls in a new school district during the summer is not considered a transfer student. For these students, the new school district must implement the IEP from the previous school district in full on the first day of class of the new school year or must convene an ARD committee meeting during the summer to revise the student's IEP for implementation on the first day of class of the new school year.

STAFF RESPONSIBLE:

District Level: Special Education Director

Campus Level: Administrators, Counselors, Registrar, Campus Special Education Representative, Teachers, Parents

EVIDENCE OF PRACTICE:

- Forms or checklists
- Records from previous LEA

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- Copy of records transmittal
- Copy of REED
- Copy of ARD committee meeting
- TSDS/PEIMS records of transfer students with disabilities