

# West Carroll Board of Education

## Administrative Procedure

Required by: <b>34 CFR 300.323 (e), (f), (g)</b> <b>Board Policy: 6.206</b>	Descriptor Term:  <b>Transfer Procedure for Student with IEP</b>	Approved:  8/2008
---	--	-------------------------

### **In State Transfer**

(Had an IEP in effect in the previous LEA)

1. In consultation with the parents, provide the child with services comparable to those described in the IEP from the previous LEA. (whether you have a copy or not)

*Until the current/new LEA*

2. Adopts the child's IEP from the previous LEA  
or
3. Develops, adopts, & implements a new IEP that meets all mandated IEP requirements/regulations.

### **Out of State Transfer (could apply to In State too, if the evaluation was in question)**

(Had an IEP in effect in another state)

1. In consultation with the parents, provide the child with services comparable to those described in the IEP from the previous LEA. (whether you have a copy or not)

*Until the current/new LEA*

2. Conducts a full evaluation (if determined necessary by the new LEA) or utilizes the full evaluation from the previous state if all state requirements are met.
3. The new LEA develops, adopts & implements a new IEP, and, that meets all mandated IEP requirements/regulations.

### **Transfer Student - Transmittal of Records**

(For In State or Out of State Transfers)

1. The New LEA in which the child enrolls must take reasonable steps to promptly obtain the child's records from the previous LEA in which the child was enrolled.
2. The previous LEA in which the child was enrolled must take reasonable steps to promptly respond to the request from the new LEA.