

**SPECIAL EDUCATION TRANSFER PACKET  
HANDBOOK  
2014-2015**

STEP BY STEP INSTRUCTIONS  
FOR STUDENTS WHO TRANSFER INTO  
THE DIVISION

DEPARTMENT OF EXCEPTIONAL PROGRAMS

**CONTACTS FOR INFORMATION**

CHRISTY PEPPER, DIRECTOR  
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434.738.6111

434.447.7631

FAX: 434.738.0691

## **ALL SCHOOLS MUST FOLLOW THE PROCEDURES BELOW WHEN ENROLLING STUDENTS WHO TRANSFER INTO THE DIVISION WITH AN IEP:**

A disabled child shall be placed with consent of the parent in a special education program consistent with the current IEP during the process of determination of eligibility for special education upon transfer from another LEA or another state.

**Comment [CP1]:** A COMPLETED AND SIGNED TRANSFER PACKET PROVIDE MCPS WITH THE CONSENT TO IMPLEMENT THE IEP FROM THE SCHOOL THE STUDENT'S IS TRAFERING FROM

- A. At the time a transfer student enrolls, the principal or his/her designee shall determine if the student's most recent education placement has been in a special education program.
- B. If it is determined that the student is eligible for placement in a special education program, the principal or his/her designee shall notify the Director of Exceptional Programs immediately by telephone.
- C. The SPED transfer packet is to be completed and forwarded to the Director of Exceptional Programs IMMEDIATELY. If there is an unavoidable delay in developing the IEP, the SPED transfer packet should NOT be held but should be forwarded immediately to the Director of Exceptional Programs without the IEP attached. Students should be enrolled upon immediate verification the student is a student with a disability.
- D. The principal will assign the student to the appropriate class/program.
- E. A new IEP is to be developed within 30 days of the transfer student's enrollment and forwarded to the Director of Exceptional Programs.

**Comment [CP2]:** THIS IS USUALLY THE PERSON WHO ENROLLS THE STUDENT (GUIDANCE COUNSELOR, SECRETARY, ETC.)

### **COMPLETING THE TRANSFER PACKET**

1. Download the most current Transfer Packet from the Department of Exceptional Programs website; [http://mcpsweb.org/?page\\_id=3513](http://mcpsweb.org/?page_id=3513)
2. Complete all sections of the form;
3. A special education case manager or the Principal must read the IEP and make sure that MCPS is able to provide all services within the transfer IEP;
4. If the transfer IEP has a service in it that MCPS is unable to provide immediately then the IEP exception section of the form must be filled out indicating that a particular service in the transfer IEP will not be implemented until an IEP meeting can be held to discuss that service or arrange for that service;
5. Make sure that the parent/guardian/adult student signs the form indicating whether or not he/she gives consent to allow MCPS to implement the IEP
6. Once the packet is completed and signed, please fax the packet along with any transfer information collected to Wendy Bohannon @ 434.738.0691

<b>SPECIAL EDUCATION TRANSFER FORM</b>				<b>MCPS</b>	
STUDENT NAME:	DOB:	GRADE:	DATE OF ENROLLMENT:		

**Comment [CP3]:** PLEASE FILE A COMPLETED COPY OF THIS FORM IN THE STUDENT'S BLUE FOLDER IN THE ELIGIBILITY SECTION

STUDENT'S FULL NAME

**Comment [CP4]:** COMPLETE HEADER INFORMATION

STUDENT ID #

**Comment [CP5]:** THIS WILL BE THE STUDENT'S STATE ID NUMBER

GENDER (circle) M F RACE (circle) B W HISPANIC OTHER

MCPS SCHOOL

**Comment [CP6]:** THIS IS THE MCPS SCHOOL THAT THE STUDENT WILL ATTEND

MCPS SPED CASE MANAGER

SCHOOL STUDENT TRANSFERRED FROM

**Comment [CP7]:** THIS IS THE SCHOOL THAT THE STUDENT IS TRANSFERRING FROM

SCHOOL ADDRESS

TELEPHONE NUMBER:

DATE OF MOST RECENT ELIGIBILITY DATE OF MOST RECENT IEP

**Comment [CP8]:** THIS WILL BE IN THE TRANSFER RECORDS – YOU MAY NEED TO REQUEST MOST CURRENT ELIGIBILITY INFORMATION OR IT MAY BE LOCATED ON THE IEP THAT THE STUDENT CURRENTLY HAS; YOU MAY NEED TO CALL THE SCHOOL TO REQUEST ADDITIONAL DATA; IF UNKNOWN PLEASE INDICATE THAT PAPERWORK HAS NOT BEEN TRANSFERRED YET;

Primary Disability (write out)

Secondary Disability (write out)

Tertiary Disability (write out)

Does IEP Include:	<input type="checkbox"/> Counseling	<input type="checkbox"/> 1:1 Para	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Special Transportation
	<input type="checkbox"/> Adapted PE	<input type="checkbox"/> Adult Supervision	<input type="checkbox"/> Physical Therapy	<input type="checkbox"/> ESY

**Comment [CP9]:** THIS WILL BE FOUND ON THE CURRENT IEP OR THE ELIGIBILITY PAPERWORK; IF UNKNOWN PLEASE INDICATE THAT PAPERWORK HAS NOT BEEN TRANSFERRED YET; HOWEVER PARENT INDICATED THAT STUDENT IS AN IEP STUDENT

HAS STUDENT PREVIOUSLY ATTENDED MECKLENBURG COUNTY PUBLIC SCHOOLS?  YES  NO  
IF YES, WHERE

**Comment [CP10]:** THIS WILL BE FOUND ON THE CURRENT IEP OR THE ELIGIBILITY PAPERWORK; IF UNKNOWN PLEASE INDICATE THAT PAPERWORK HAS NOT BEEN TRANSFERRED YET; HOWEVER PARENT INDICATED THAT STUDENT IS AN IEP STUDENT

PARENT/GUARDIAN

ADDRESS HOME PHONE

WORK PHONE

DATE OF INITIAL CONTACT WITH SCHOOL DATE TRANSFER PACKET COMPLETED

**Comment [CP11]:** PLEASE COMPLETE

DATE RIGHTS GIVEN TO PARENTS DATE OF ENROLLMENT

**Comment [CP12]:** PLEASE COMPLETE; THIS SHOULD BE COMPLETED WHEN THE STUDENT IS ENROLLED IN SCHOOL

PRINCIPAL / DESIGNEE SIGNATURE

**Comment [CP13]:** PARENTAL RIGHTS MUST BE GIVEN TO THE PARENTS

**CHECKLIST OF ITEMS TO INCLUDE**

- STUDENT INFORMATION
- CONSENT FOR SPECIAL EDUCATION PLACEMENT
- COPY OF TRANSFER RECORDS OR OTHER DOCUMENTATION OF PRIOR SPECIAL EDUCATION PLACEMENT, IF AVAILABLE
- NEW INDIVIDUAL EDUCATION PROGRAM (IEP) FOR MECKLENBURG COUNTY

**Comment [CP14]:** DATE STUDENT WILL START ATTENDING SCHOOL

**TRANSFER PACKET PROCEDURES**

- A disabled child shall be placed with consent of the parent in a special education program consistent with the current IEP during the process of determination of eligibility for special education upon transfer from another LEA or another state.
- F. At the time a transfer student enrolls, the principal or his/her designee shall determine if the student's most recent education placement has been in a special education program.
- G. If it is determined that the student is eligible for placement in a special education program, the principal or his/her designee shall notify the Director of Exceptional Programs immediately by telephone.
- H. The SPED transfer packet is to be completed and forwarded to the Director of Exceptional Programs IMMEDIATELY. If there is an unavoidable delay in developing the IEP, the SPED transfer packet should NOT be held but should be forwarded immediately to the Director of Exceptional Programs without the IEP attached. Students should be enrolled upon immediate verification the student is a student with a disability.
- I. The principal will assign the student to the appropriate class/program.
- J. A new IEP is to be developed within 30 days of the transfer student's enrollment and forwarded to the Director of Exceptional Programs.

**Comment [CP15]:** THIS CAN BE THE PERSON WHO ENROLLS THE STUDENT (PRINCIPAL, ASSISTANT PRINCIPAL, GUIDANCE COUNSELOR, SECRETARY, ETC.)

[OVER]

**RECOMMENDATION**

It is our understanding that your child received special education services in the school he/she most recently attended. Therefore, based on all available information, the school division will implement the current IEP. An IEP meeting will be held within 30 days and, at that time, the IEP Committee determine if your child will need a reevaluation.

**Comment [CP16]:** A MCPS IEP MUST BE WRITTEN WITHIN 30 DAYS

**PARENT/ADULT STUDENT CONSENT**

Indicate your response by checking the appropriate space and sign below.

**Comment [CP17]:** ONE OF THE FOLLOWING MUST BE CHECKED BY THE PARENT: I GIVE PERMISSION; I GIVE PERMISSION WITH EXCEPTIONS; I DO NOT GIVE PERMISSION

- I give permission for this IEP and the placement decision to be implemented within MCPS. I have been informed of my rights. I have received a copy of Rights and Procedural Safeguards. I have also received a copy of the Management of Students Records Notice; or
- I give permission for this IEP and the placement decision to be implemented within MCPS with the following exceptions noted below. I have been informed of my rights. I have received a copy of Rights and Procedural Safeguards. I have also received a copy of the Management of Students Records Notice.

THE FOLLOWING SERVICES WILL NOT BE IMPLEMENTED WITHIN THE IEP UNTIL AN IEP MEETING CAN BE HELD TO DISCUSS OR ARRANGE FOR THOSE SERVICES:	
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**Comment [CP18]:** ANY PARTS OF THE IEP THAT WE CANNOT IMMEDIATELY PROVIDE MUST BE TYPED IN THIS SECTION

- I do not give permission for this IEP and the placement decision. I have been informed of my rights. I have received a copy of Rights and Procedural Safeguards.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Adult Student Signature

**Comment [CP19]:** THE PARENT OR GUARDIAN MUST SIGN THE FORM OR MCPS CANNOT PROVIDE SPECIAL EDUCATION SERVICES

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## PRIOR NOTICE

**Comment [CP20]:** THIS PAGE MUST BE SIGNED AND A COPY MUST BE PROVIDED TO THE PARENT

This form shall be given to the parent(s) of a child with a disability (or to the student when of legal age) in a reasonable time period:

- before Mecklenburg County Public Schools (MCPS) proposes to initiate or change the identification, evaluation, or educational placement of the child or the provision of Free and Appropriate Public Education (FAPE) to the child - notice shall be given at the same time parental consent is requested;
- before MCPS refuses to initiate to change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child.

### CONTENT

1. A description of the action proposed or refused by the school division:

THE STUDENT WILL CONTINUE TO RECEIVE THE SERVICES INDICATED ON THE IEP FROM THEIR PREVIOUS LEA UNTIL A MCPS IEP IS WRITTEN WITHIN 30 DAYS.

2. An explanation of why the school division proposes or refuses to take the action:

THE STUDENT IS ENTITLED TO RECEIVE A FREE AND APPROPRIATE EDUCATION WHICH REQUIRES BEING PROVIDED SERVICES IMPLEMENTED THROUGH AN IEP. A MCPS IEP WILL BE DEVELOPED WITHIN 30 DAYS WHICH WILL ALLOW TIME TO REVIEW ALL RECORDS IN DETAIL AND DEVELOP AN IEP THAT IS APPROPRIATE FOR THE STUDENT IN THE MCPS SETTING.

3. A description of any other options that the agency considered and the reasons why these options were rejected:

NO OPTIONS CONSIDERED WERE REJECTED

4. A description of each evaluation procedure, test, record, or report the agency used as a basis for the proposed or refused action:

REVIEW OF TRANSFER RECORDS; PHONE CALLS WITH PREVIOUS LEA

5. A description of any other relevant factors to the school division's proposal or refusal:

NO OTHER FACTORS WERE RELEVANT TO THE PROPOSAL

6. Resources for the parent to contact for help in understanding the Individual with Disabilities Improvement Act (IDEA) and the Related federal and Virginia Regulations:

[Should you wish to obtain a copy of the Procedural Safeguards, need assistance understanding your rights, or have questions please call the Department of Exceptional Programs at 434-738-6111, or 447-7631 or your child's principal. You may also access information relating to special education via the internet at \[www.doe.virginia.gov\]\(http://www.doe.virginia.gov\)](#)

7. Indicate below how the parent/guardian was provided a copy of the procedural safeguards:

HANDED A COPY AT THE IEP MEETING       MAILED A COPY TO THE PARENT       OFFERED A COPY TO THE PARENT AT THE IEP MEETING

You have protections under the Procedural Safeguards of the Individuals with Disabilities Act (IDEA) and may appeal this decision.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administrator / Designee