



IROQUOIS SPECIAL EDUCATION ASSOCIATION

106 E. FRONT STREET • GILMAN • ILLINOIS • 60938
T: 815.683.2662 • F: 815.683.9913 • www.iroqsea.org

TRANSFER STUDENT PROCEDURE

When a student with an IEP moves into a new district, there are several possible scenarios. First, the student could be moving in from another district in Illinois and the new district can gain copies of the current IEP. Secondly, a student could be moving in from anywhere and the new district cannot gain copies of the current IEP. The most important thing to remember is that the new district is responsible for providing a Free and Appropriate Public Education. This includes providing special education and related services in conformity with the IEP.

If the school district is having trouble obtaining a copy of the student's records from the former school, contact the Records Custodian at ISEA.

Transfers from within Illinois

Step 1: Enroll the child – this is immediate.

Step 2: **To the extent possible, provide services comparable to those in the IEP from the former school district.**

Step 3: Either adopt the IEP from the former school district or develop, adopt, and implement a new IEP. A meeting must be held in either case. If the plan is to develop a new IEP, within 10 days after the date of the child's enrollment the school district must provide written notice to the parents, including the proposed date of the IEP meeting. Since the parents have the right to a 10-day notice of any IEP meeting, this would mean that the district would have a **MAXIMUM** of 20 days to notify parents and develop, adopt, and implement a new IEP. **Additional forms may be needed if making any changes to the IEP.**

Transfers from another state

Step 1: Enroll the child – this must be immediate.

Step 2: **To the extent possible, provide services comparable to those in the IEP from the former district.** If determined necessary, the school district may conduct an evaluation (as long as it continues to provide the services in the current IEP) or develop, adopt, and implement a new IEP. A meeting must be held. **Additional forms may be needed if making any changes to the IEP.**

Step 3: If the plan is to develop a new IEP, within 10 days after the date of the child's enrollment the school district must provide written notice to the parents, including the proposed date of the IEP meeting. Since the parents have the right to a 10-day notice of any IEP meeting, this would mean that the district would have a **MAXIMUM** of 20 days to notify parents and develop, adopt, and implement a new IEP. **Additional forms may be needed if making any changes to the IEP.**

The school district must take reasonable steps to obtain a copy of the child's records, including the IEP from the former school district. If a copy is not received, the following steps should be followed.

Step 1: Enroll the child – this must be immediate.

Step 2: Serve the child in a setting the school district believes will meet the child's needs until the current IEP is obtained or the new IEP is developed. In this case, the school district must provide written notice to the parents, including the proposed date of the IEP meeting. Since the parents have the right to a 10-day notice of any IEP meeting, this would mean that the district would have a **MAXIMUM** of 20 days to notify parents and develop, adopt, and implement a new IEP.