**Transfer Students**

**What to do if a student with an IEP moves in from another Illinois school district:**

When a student transfers into a district from another district in Illinois and the school obtains a copy of the student’s IEP before or at the time the child is presented for enrollment:

* 1. A school may adopt the IEP of the former local school district without an IEP meeting if:
     1. The parents indicate, either orally or in writing, satisfaction with the current IEP; and
     2. The school determines that the current IEP is appropriate and can be implemented as written. (The IEP should be thoroughly reviewed before it is accepted. The IEP must meet all local rules and regulations.)

When this occurs, the case manager shall complete an Amendment Form to indicate that the IEP from the other district has been accepted and that the parent agree either orally or in writing.

* 1. If the former IEP is not adopted and the school wishes to develop a new IEP for the child, then an IEP meeting must be scheduled within ten school days from the date that the IEP was received. While the new IEP is under development, you shall implement services comparable to those described in the IEP from the former district.

If a copy of the child’s current IEP or a verbal or written confirmation of the requirements of that IEP from the previous school district is not received when the child is presented for enrollment, the child shall be enrolled and served in the setting that you believe will meet the child’s needs until a copy of the current IEP is obtained or a new IEP is developed.

1. In no case shall a child be allowed to remain without services during this interim.
2. The school shall request the student’s records from the sending district or school by the end of the next business day after the date of enrollment.
3. If the district has not received the records from the former school within 10 days, then the school shall initiate an IEP meeting for the purpose of developing a new IEP, and possibly initiating a re-evaluation.

**What to do if a student transfers in from another State:**

If a child with a disability, who had an IEP that was in effect in a previous public agency in another state, moves into a district, the district must provide the child with a free and appropriate public education (including services comparable to those described in the child’s IEP from the previous school) until the school:

1. Conducts an evaluation if determined necessary, and
2. Develops, adopts, and implements a new IEP, if appropriate

This means that, at a minimum, the district must hold a domain meeting when a student with an IEP moves in from out-of-state. The team must determine if the student requires a re-evaluation to determine eligibility under the local and state criteria for special education services.

The team must also determine if a new IEP needs to be developed in order for the IEP to meet Illinois requirements. For example, some states do not require transition plans until age 16, but Illinois requires them at age 14 ½. Illinois also requires the transition plan to address employment, education and/or training, and independent living skills.

**Records**

Copies of all IEP records a district receives from another district should be sent to the VASE office immediately.