

## **Transfer from Out-of-State**

- Provide comparable services
- Adopt IEP or conduct and initial evaluation

### **Adopt the IEP**

1. Notify Ticia the same day student arrives with an IEP (begin services)
  - If student arrives without paperwork, but we know they have an IEP - begin serving student that day and notify Ticia the day of arrival with information on the student so we can track down paperwork.
2. Enter the IEP into webKIDSS
3. Provide notice of meeting (Have meeting set within two weeks of arrival)
4. Conduct meeting
  - Introductions
  - Go over the proposed IEP
  - Placement, services, and ID paperwork (offer parental rights)
  - Spectra Form
  - Summary of meeting

### **Conduct an Initial Evaluation (rejecting IEP)**

1. Notify Ticia the same day student arrives with an IEP (begin services)
  - If student arrives without paperwork, but we know they have an IEP - begin serving student that day and notify Ticia the day of arrival with information on the student so we can track down paperwork.
2. Create and implement an interim IEP. (Have meeting set within two weeks of arrival)
3. Conduct interim IEP meeting
  - Follow annual IEP agenda
  - Get consent to evaluate signed
  - Set Initial evaluation/IEP meeting date with IEP team for 30 school days from the interim IEP meeting date.
4. Conduct an Initial IEP meeting
  - Follow the Initial IEP meeting agenda