

Transfer student within the state

- Provide comparable services

In-State

Either adopt or implement a new IEP. (Eligibility has already been established)

Adopt

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 IEP into WebKIDSS
3. Set up meeting and provide Notice of Meeting (Have meeting set within two weeks of arrival)
4. Conduct meeting
 - Introductions
 - Go over proposed IEP
 - Placement, Services, and ID paperwork (offer parental rights)
 - Spectra Form
 - Summary of meeting

Implement new 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 an IEP in WebKIDSS
3. Set up meeting and Provide Notice of Meeting (Have meeting set within three weeks of arrival)
4. Conduct meeting
 - Introductions
 - Go over proposed IEP
 - Placement, Services, and ID paperwork (offer parental rights)
 - Spectra Form
 - Summary of meeting