

## Special Education In State Transfers

### Procedure (SPE-P001)

Clarksville-Montgomery County School System

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#### 1.0 SCOPE:

1.1 This procedure outlines the process of enrolling Special Education in-state transfer students into the Clarksville Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

#### 2.0 RESPONSIBILITY:

2.1 Principal of the zoned school

#### 3.0 APPROVAL AUTHORITY:

3.1 Director of Exceptional Children Services

#### 4.0 DEFINITIONS:

4.1 300.324 Development, review, and revision of IEP

(e) *IEPs for children who transfer public agencies in the same State.* If a child with a disability (who had an IEP that was in effect in a previous public agency in the same State) transfers to a new public agency in the same State, and enrolls in a new school within the same school year, the new public agency (in consultation with the parents) must provide FAPE to the child (including services comparable to those described in the child's IEP from the previous public agency), until the new public agency either— (1) Adopts the child's IEP from the previous public agency; or (2) Develops, adopts, and implements a new IEP that meets the applicable requirements in §§ 300.320 through 300.324.

(g) *Transmittal of records.* To facilitate the transition for a child described in paragraphs (e) and (f) of this section— (1) The new public agency in which the child enrolls must take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous public agency in which the child was enrolled, pursuant to 34 CFR 99.31(a)(2); and (2) The previous public agency in which the child was enrolled must take reasonable steps to promptly respond to the request from the new public agency.

(Authority: 20 U.S.C. 1414(d) (2)(A)–(C))

#### 5.0 PROCEDURE:

5.1 Transfer students must first enroll in their school of zone

5.2 If a student transfers from another TN LEA, the school psychologist or lead teacher must contact the Records Specialist within the Department of Exceptional Children to have EasyIEP records transferred to the CMCSS' site. The Records Specialist will place the student on the Lead Teacher's caseload, notifying the Lead Teacher when this has been completed.

5.3 The Lead Teacher will then assign a case manager to the student based on grade and projected services.

5.4 A local IEP will be developed and finalized in EasyIEP within 15 school days (once the meeting has been held and signatures have been received). This IEP should always be

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written to serve the child in his school of zone and least restrictive environment unless **extreme** conditions warrant an out of zone placement (i.e. current school does not have a safe placement or child's needs are so significant that needs cannot be met even short-term in programs at school of zone). This decision is to be made by, at a minimum, the administrator of both schools, a school psychologist, and a lead teacher. If the child must be initially served out of zone, the receiving principal must be contacted and attend the interim IEP meeting. The IEP must be entered into EasyIEP and finalized once the parent and IEP team sign it.

**\* \* \* E n d o f P r o c e d u r e \* \* \***