

Template update May 2020

Legal Framework: CHILDREN WHO TRANSFER

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Broad Category: CHILD FIND

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### PROCEDURES:

#### ENROLLMENT PROCESS FOR SPECIAL EDUCATION STUDENTS NEW TO GOOSE CREEK CISD

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The following process has been developed to:

1. Ensure that students will be placed in the most appropriate programs for their specific needs.
2. Facilitate a smooth and informed transition.

#### Transfer Agreement/ARD

In an effort to make sure transfer students receive comparable services, as required under .323 34

C.F.R. § 300 (e) and (f) an Agreement to Implement should be conducted within 5 days of a student transferring into the school district from another district in Texas or from another state. The ARD Meeting needs to be held to discuss the Special Education services the student was receiving in the previous district and develop the services to be provided in Goose Creek CISD.

The following steps should occur prior to the completion of the Agreement to Implement:

1. The campus diagnostician must contact the previous school district to verify the student's current Special Education eligibility and to gain information about the Special Education services the student was receiving.
2. Once the services are verified and the student is enrolled in Goose Creek CISD, the Agreement to Implement should be completed.
3. The Agreement to Implement should be completed within 5 days of enrollment.

4. If the student's home school does not house the appropriate program/services that the student was receiving in the previous district, the campus diagnostician/ARD Facilitator must contact the Special Education Program Coordinator over the program/service to determine what campus the student will need to enroll to receive comparable services.
5. Once the campus is determined, the Special Education Program Coordinator will contact the campus where the student will attend and communicate with the campus diagnostician/ARD Facilitator and the Campus Principal about the transfer student.

A Transfer Annual Meeting may be held within 30 school days of the date the student is verified as being a student eligible for special education services for students transferring within the state of Texas; that date will likely coincide with the Agreement to Implement date. A Transfer Annual would be needed if:

1. The FIE from the previous district cannot be accepted.
2. The ARD from the previous district is expired or cannot be implemented appropriately by the receiving campus.

Out of state transfers will follow initial evaluation timelines (see Section 1).

**Procedures for Re-Evaluation when the Special Education Student is a Transfer from another district** *NOTE: An evaluation from another school district within the state of Texas is acceptable if the evaluation is current and appropriate. If the current evaluation is not accepted by GCCISD and a re-evaluation is needed, GCCISD has 30 school days from the date of verification to complete the re-evaluation and conduct the annual ARD 89.1050 (i)(1).*

1. Within the first five days of enrollment, a Transfer agreement must be completed.
2. The campus diagnostician will make their best attempt to obtain the student's FIE and most current ARD from the prior district. If the evaluation is not received at the campus no later than ten calendar days from the date of enrollment, the campus diagnostician will initiate the process for the Re-evaluation to be conducted by the

- campus staff and the campus diagnostician will obtain consent for the FIE.
3. The campus diagnostician will upload the necessary signed documents by the parents in to eSped and begin the re-evaluation.
  4. Upon completion of the evaluation, if the eligibility did not change, the campus diagnostician can archive the FIE once it is complete and then staff and complete the annual ARD.
  5. Once the evaluation is archived, the campus diagnostician will staff with the parent and campus and schedule the ARD.
  6. It is the evaluator's responsibility to review the FIE with the parent prior to the ARD.

**Procedures for Re-Evaluation when the Special Education Student is a Transfer from another State** (Ex: student who enrolls in GCCISD from out of state without an FIE, or an FIE with an eligibility that is not TEA recognized or does not match a TEA eligibility area)

***NOTE: An evaluation from out of state is acceptable if the evaluation is current and meets all TEA disability condition requirements.***

1. Within the first five days of enrollment, a Transfer agreement must be completed. The campus diagnostician will complete the Transfer agreement.
2. The Campus Based Diagnostician will make their best attempt to obtain the student's FIE and most current ARD from the prior district.
3. If the evaluation is not received at the campus no later than ten calendar days from the date of enrollment, the campus diagnostician will initiate the process for the Re-evaluation to be conducted by the campus staff and the campus based evaluator will obtain consent for the FIE.
4. If a Re-evaluation is required for a student transferring from another state, the Re-evaluation is considered an Initial Evaluation and the 45 day timeline is in effect.
5. Once the evaluation is archived, the campus diagnostician will staff with the parent and campus and schedule the ARD.

## OPERATING PROCEDURES

### CHILDREN WHO TRANSFER

Goose Creek CISD

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6. It is the campus diagnostician's responsibility to review the FIE with the parent prior to the ARD. If the parent is unavailable to review the FIE prior to the ARD, the diagnostician must notify the campus and complete the review via telephone.

***\*If the evaluation renders an eligibility of AU, ED, or OHI for ADHD, the LSSP must attend the school staffing. It is the responsibility of the LSSP to complete the draft AU supplement, Behavior Intervention Plan, and Behavior/Social goals and objectives for the ARD if these are recommended.***

***\*\* If for some reason the evaluation from the previous district is received after the ten days and the evaluation is current and meets TEA guidelines, the campus diagnostician can choose to accept that evaluation and not continue the additional evaluation.***

#### STAFF RESPONSIBLE:

**District Level:** Coordinator for Compliance and Accountability and Coordinator for Evaluation

**Campus Level:** Campus Diagnosticians and ARD Facilitators

#### TIMELINES FOR CHILDREN WHO TRANSFER:

- Initial evaluation pending
- IEP for the child who transfers within the state
- IEP for the child who transfers from out of state

#### EVIDENCE OF PRACTICE:

- Records from previous LEA

- Copy of records transmittal
- Copy of REED
- Copy of ARD committee meeting
- TSDS/PEIMS records of transfer students with disabilities
- Other