
SPECIAL EDUCATION TRANSFER STUDENTS (PPS-P007)
MILFORD PUBLIC SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process, consistent throughout the district, for the enrollment and placement of transfer-in students who receive special education and related services.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Pupil Personnel Services, Supervisors of Special Education and periodically-CST

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Pupil Personnel

4.0 DEFINITIONS:

- 4.1 IEP – Individualized Education Plan
- 4.2 PPT – Planning and Placement Team may include Parent(s), Speech and Language Pathologist, Physical Therapist, Occupational Therapist, School Psychologist, School Administrator, School Social Worker, Reading Teacher, General Education Teacher, School Nurse, appropriate Special Education staff and any student who is 13 years old and over.
- 4.3 CST – Building Child Study Team may include School Social Worker and/or School Counselor, General Education Teachers, School Psychologist, Special Education Teachers and appropriate building staff members.
- 4.4 IEE – Independent Educational Evaluation

5.0 PROCEDURE:

- 5.1 Building staff (administrator, secretary, counselor) collect transfer information from the parents/student.
- 5.1.1 Parents/student are asked if the student has taken part in any supplemental program (special education, special programs).
- 5.2 Building staff have parents sign a release of records form if their student is currently on an IEP.
- 5.3 The school principal and support staff assists parents/adult student in filling out release of records forms and other pertinent data.
- 5.4 The school secretary and Pupil Personnel Services staff requests records from the student's last school attended.
- 5.4.1 Pupil Personnel Services staff may contact former school officials to complete a phone interview for verification of the student's program.
- 5.5 The student is placed in a program as soon as possible, based on information received from the sending school.
- 5.6 On the arrival of student records, the IEP team reviews the document.

SPECIAL EDUCATION TRANSFER STUDENTS (PPS-P007)
MILFORD PUBLIC SCHOOL DISTRICT

5.6.1 An intake PPT is held to review records and determine a program and placement for the student.

5.6.2 If current documents do not meet state requirements, the team develops an action plan..

5.7 NOTE: It is possible that the transfer student MAY NOT QUALIFY for special education services based on new evaluation data. Special Education team must work with parents and general education staff on appropriate programming for the student.

6.0 ASSOCIATED DOCUMENTS:

6.1 Least Restrictive Environment document

6.2 IEP

6.3 Transfer of Confidential Information form

6.4 Notice of Planning and Placement Team Meeting

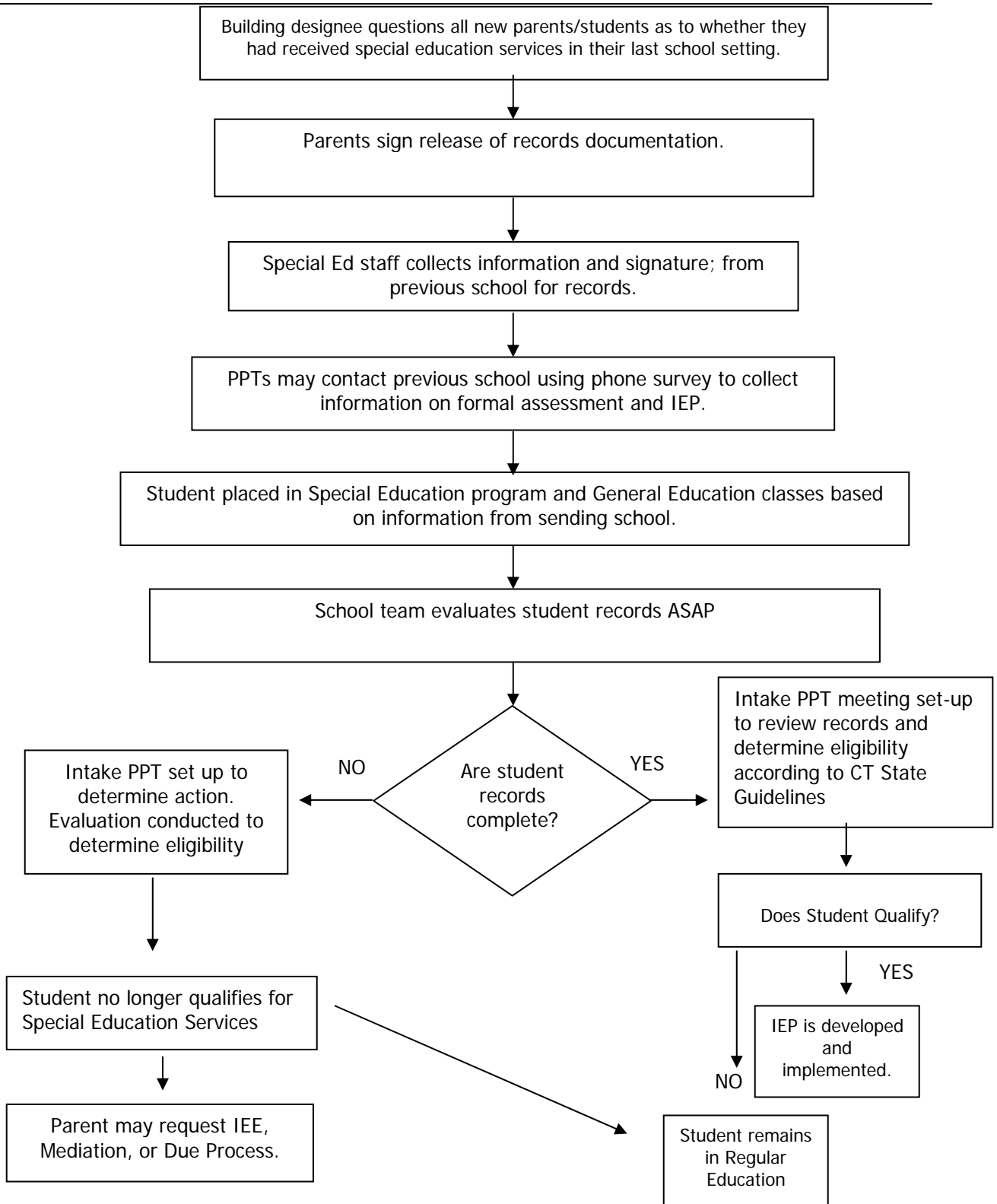
7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative File at Central Office	According to state and federal guidelines; seven years after student's twenty-first birthday.	Shred	Stored in one location; fireproof

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
02/03/2005	A	Initial Release

SPECIAL EDUCATION TRANSFER STUDENTS (PPS-P007)
MILFORD PUBLIC SCHOOL DISTRICT



**** End of procedure ****