

OPERATING PROCEDURES

CHILDREN WHO TRANSFER

UT Tyler University Academy

212804

Template update May 2020

Legal Framework: CHILDREN WHO TRANSFER

[Related Resources](#)

Broad Category: CHILD FIND

PROCEDURES:

- UTTUA uses the TREx system to promptly (within 10 days) send records upon request to the receiving school district in Texas when a student leaves UTTUA. Information is mailed to the receiving school district for students who move out of state. When districts share the same data management system, records can be shared quickly and confidentially through the data management system. UTTUA uses the Frontline Success Ed—data management system for special education records.
- All school records, including special education records, are requested through TREx when a student enters the district. The district registrar also checks received school records for any indication that a new student received special education services in the previous school district. If the previous district indicated that a student received special education services, a copy of the student's most recent Full and Individual Evaluation (FIE) and Individualized Education Plan (IEP) is requested through either TREx or the Data Management System. If a parent indicates that the child received services in the previous district, district evaluation staff, contact the previous district to request the FIE and IEP to be sent through TREx or the data management system.
- When a student transfers to UTTUA and an initial evaluation is pending, previously completed portions of the evaluation are requested from the sending school district. A meeting is set with the student's parents to develop a completion date within the 45-school-day timeline or an agreed-upon date to ensure prompt completion of the evaluation.
- When possible, services are mirrored exactly from the previous district. If the services cannot be mirrored, parents and, when needed, staff from the previous school district are consulted to determine the purpose, frequency, and duration of the service so that comparable services can be provided at UTTUA.
- When a student transfers to UTTUA, members of the ARD committee review the evaluation provided by the previous district to determine whether it includes sufficient data describing how the student meets the eligibility criteria for a student with an educational disability in the State of Texas as defined by Federal and State statutes.

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- If a student transfers from out of state and it is determined that an evaluation is needed, the student will receive comparable services while an initial evaluation is completed in the timeline as described in Evaluation Procedures.
- If committee members review the existing evaluation data and determine that additional testing is unnecessary, the review of existing evaluation data will support the committee's determination that the student meets the criteria of an educational disability.
- At UTTUA, the review of existing evaluation data is documented on the Review of Existing Evaluation Data form in the Success Ed Data Management System.

STAFF RESPONSIBLE:

District Level: Special Education Director, Diagnostician, Speech Language Pathologist

Campus Level: Campus Registrar

TIMELINES FOR CHILDREN WHO TRANSFER:

- FIE completed within the 45 school-day timeline or at an agreed-upon time that ensures a prompt evaluation
- For a student who transfers from within the state, the timeline to develop a new IEP or continue the previous IEP is 20 school days from the date the student is verified (copy of IEP and FIE is received) as being eligible for special education services.
- For a student who transfers from outside of the state, the timeline is the same as an initial evaluation if an evaluation is needed (See evaluation procedures) or within 20 school days from the date the student is verified (IEP and FIE are received)

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