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**IIEP PROCEDURES FOR MOVE-IN/TRANSFER STUDENTS
WITHIN ADAMS/WELLS COUNTY SCHOOLS**

NOTE: New information must be entered into the student's IEP no later than 10 school days after the move-in or transfer.

<i>IIEP SECTION</i>	<i>INSTRUCTIONS</i>
Purpose	Select "move-in" and "revision without a parent present"; check the box beside "Reset pre-Referral Planning, Evaluation Process and IEP Process status at midnight." Click "Save & Continue".

The next day, all of the green checks will have been removed, **BUT THE MAJORITY OF THE INFORMATION ON THE PAGES WILL STILL BE THERE.** Complete the following sections, clicking "Save & Continue" as you complete each page.

<i>IIEP SECTION</i>	<i>INSTRUCTIONS</i>
Create CCC Team	Make sure the team members are all current.
Schedule CCC meeting	Use any date for the conference within 10 school days of the transfer. Use that same date for the IEP start date, but keep the previous end date from the last ACR. Invite all the needed participants. Create final meeting notice.
Existing Data	No changes.
Eligibility Information	No changes.
Special Considerations	No changes.
Transition	No changes.
State Assessments	No changes.
Goals	Make any changes but none may be needed.
Provisions	Change initiation date(s) to match new IEP start date.
LRE	Make sure school of legal settlement and school of service are correct.
Summary of Performance	No changes.
Review CCC Notes	Keep the notes from the previous conference, and add the date of these changes and the statement, "IEP was moved to a different district within the boundaries of Adams Wells Special Services. No changes to the goals, accommodations or provisions were made."
Create IEP	Create the final IEP; send a copy to the parent with a note explaining the need for the changes.

TRANSFER OF RECORDS

STUDENTS PLACED IN CENTRALIZED PROGRAMS

1. When a student is placed through case conference committee decision in a program outside his/her corporation of legal settlement, the IEP and other records are housed in Learning Connection under the corporation of legal settlement.
2. The Teacher of Record must request membership in the communities for both the corporation of legal settlement **and** the individual building the student would attend.
3. The TOR will be given access to the building in Learning Connection.
4. The student's records are transferred to the corporation of legal settlement.
5. Within 10 school days of the transfer, the TOR follows the "IEP Procedures for Move-In/Transfer Students within Adams-Wells County Schools".
6. The revised IEP is sent to the parent with an explanation.
7. If the parents do not contact the school within 10 school days to reconvene the case conference, the TOR selects the 'Accepted' response and indicates the date the IEP was revised.
8. Revised IEP, with Case Conference Summary form, is sent to AWSSC office. In the notes at the bottom of the form, indicate that it is a "revision to move IEP to corporation of legal settlement".

STUDENTS PARENTALLY PLACED IN DIFFERENT CORPORATION

1. When a student is parentally placed in a school outside the corporation of legal settlement, his/her IEP and other special education records are housed in Learning Connection under the corporation of attendance.
2. If the records must be transferred, the TOR notifies the AWSSC secretary.
3. The student's records are transferred to the corporation of attendance.
4. Within 10 school days of the transfer, the TOR follows the "IEP Procedures for Move-In/Transfer Students within Adams-Wells County Schools".
5. The revised IEP is sent to the parent with an explanation.
6. If the parents do not contact the school within 10 school days to challenge the IEP, the TOR selects the 'Accepted' response and indicates the date the IEP was revised.
7. Revised IEP, with Case Conference Summary form, is sent to AWSSC office. In the notes at the bottom of the form, indicate that it is a "revision to move IEP to corporation of legal settlement".

**Procedure for Case Conference Notification for students in
shared/centralized programs:**

When a student is in a shared or centralized program, i.e. intense interventions, deaf and hard of hearing, emotional disabilities, the TOR of the program will notify the principal of the school in the corporation of legal settlement of any case conference. The principal will inform the teacher if he/she, a designee or any other school personnel will be attending the case conference. The TOR will add these personnel to the list of case conference participants to send home to the parent.