

OPERATING PROCEDURES

CHILDREN WHO TRANSFER

GREGORY-PORTLAND ISD

205902

Template update May 2020

Legal Framework: CHILDREN WHO TRANSFER

[Related Resources](#)

Broad Category: CHILD FIND

PROCEDURES:

- Records are sent via TREx and/or the G-PISD Special Education Department upon receipt of the request and documentation is maintained in the student's cumulative folder. The G-PISD Special Education Department confirms records sent by email by student.
- Upon notification that a student was potentially receiving special education services in a previous district, the campus counselor follows the G-PISD Procedures for Transfer Students Receiving Special Education Services and shares the information with the educational diagnostician or speech-language pathologist. The special education staff member(s) and/or PEIMS staff contacts the previous district via TREx, phone calls, and/or email to obtain special education records.
- G-PISD evaluation staff collaborate with parents/families via the ARD process to determine if the original timeline may be met or if a revised timeline is necessary to complete the evaluation.
- G-PISD will convene a transfer or annual ARD meeting within the 30 school day timeline and collaborate with student/parents to review the services provided by the previous district and determine the appropriate comparable services in agreement with the student/parent.
- Evaluation staff review the evaluation from the previous school and determines if the evaluation meets the Texas guidelines for eligibility. The ARD committee will meet to review the previous evaluation and recommendations of the evaluation staff to determine if there is a need for additional assessment or to accept the evaluation from the previous district. The Texas timelines for an initial evaluation and convening an ARD meeting will be followed if an out of state evaluation is not accepted by the ARD committee. The ARD committee will determine the evaluation and ARD meeting timeline if further assessment is requested for a student transferring within the state. Timelines are as follows:
<https://fw.esc18.net/fdpmobile/Webforms/GetDocument.aspx?DocumentID=1518>
- A REED is conducted in the event that further assessment is requested at the transfer or annual ARD meeting. The REED is maintained with the ARD documents in the G-PISD special education database.

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STAFF RESPONSIBLE:

District Level: Director of Special Education

Campus Level: Counselor, Special Education Clerk, PEIMS/Attendance Clerk, Educational Diagnostician, Speech-Language Pathologist

TIMELINES FOR CHILDREN WHO TRANSFER:

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

EVIDENCE OF PRACTICE:

- Forms or checklists
- 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