

# OPERATING PROCEDURES

## CHILDREN WHO TRANSFER

Boerne ISD

130901

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Legal Framework: CHILDREN WHO TRANSFER

[Related Resources](#)

Broad Category: CHILD FIND

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### PROCEDURES:

IDEA indicates that if a special education student transfers in from another state, the new school district (in consultation with the parent) must provide the child with FAPE, including services comparable to those described in the child's IEP from the previous school system until the new district:

- Conducts an evaluation (if determined to be necessary by the new district); and
- Develops, adopts and implements a new IEP that is consistent with state and federal law

When a student transfers to Boerne ISD, the local campus may place the student in special education on a temporary 30 school day basis. When records are received from the previous district, the ARD Facilitator and Campus Evaluation Team Member must review all of the records provided. If the FIE is from another Texas school district, all required components of the FIE should be addressed in the written report. If the FIE is complete and current, the Campus Evaluation Team Member may choose to use the report from the previous district and need not test further.

If records are not available and the local school does not receive a FIE, the Assessment Specialist must complete a full evaluation.

These are the steps that need to be followed when a special education student transfers from another school district in state or out of state:

- Verify the student was receiving special education services in the previous district
- Notify the BISD records clerk to request records from the previous school district
- Complete transfer meeting pages
- Request/Complete FIE, if necessary, before the 30-day IEP Committee Meeting
- Schedule IEP Committee Meeting within 30 school days.

### Students Who Leave BISD

The BISD Special Education Student Records Clerk is responsible for sending special education records to those schools requesting the information. This may be done through the electronic systems used within the state, or when necessary, providing paper copies.