

## OPERATING PROCEDURES

### CHILDREN WHO TRANSFER

PROGRESO ISD

108-910

Template update October 2024

Legal Framework: CHILDREN WHO TRANSFER OR RECENTLY REGISTERED

[Related Resources](#)

Broad Category: CHILD FIND

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#### TRANSFER OR RECENTLY REGISTERED STUDENTS

When a student transfers from another Texas public school with a verified IEP, the District must convene an ARD committee meeting within 20 school days to develop and implement a new IEP while providing comparable services in the interim. For out-of-state transfers, the same process applies, but if the District determines an evaluation is necessary, it must conduct a full individual and initial evaluation (FIIE) following established procedures. Until the ARD meeting occurs, the District must ensure the student receives comparable services in consultation with the parents.

Regardless of whether a new student registers during the school year or during the summer, an appropriate campus designee takes reasonable steps to promptly obtain the student's records, including the student's special education records, if any, from the previous school district and verify whether the student has an IEP in effect. To “verify” that the student requires special education and related services, the District must receive a complete copy of the student’s IEP that was in effect in the previous district. The first *school* day after the District receives a complete copy of the student’s IEP that was in effect in the previous district, whether received from the student’s parent or from the previous district, is ‘day one’ for calculating the timelines in this Operating Procedure. In addition to contacting the previous school district, the appropriate campus staff may also ask the parent to provide verification of eligibility by seeking a complete copy of the student’s IEP that was in effect in the previous district.

#### PROCEDURES

**Describe your LEA’s documentation procedures when records are provided to the new LEA when students with disabilities transfer out of your LEA.**

The District ensures that when students with disabilities transfer out of participating districts, all special education records are transmitted to the new LEA in compliance with legal requirements. The District will follow these steps:

- Gather all special education documentation, including IEPs, eligibility determinations, and evaluation reports.

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- Transmit required records within 10 working days of receiving the request.
- Confirm receipt of records request from the receiving LEA
- Maintain documentation of records transfer in student files.

**Describe the steps your LEA takes to transfer required records not later than the 10<sup>th</sup> working day after the date a request for the information is received by the previous school district when a student transfers out of your LEA to a new LEA.**

To ensure timely record transfer, the SSA and the District:

- Assign designated personnel to process and monitor requests.
- Verify the legitimacy of the receiving LEA's request.
- Electronically or physically transmit all required documents within the 10-day timeframe.
- Document the request, transmission date, and confirmation of receipt.

**Describe how your LEA will document verification efforts, including during the summer months, to verify that a child who transfers to your LEA is eligible for special education services.**

Verification efforts include:

- Requesting student records from the previous LEA immediately upon enrollment.
- Contacting parents for a copy of the IEP if records are delayed.
- Maintaining logs of communication efforts with the prior LEA and parents.
- Ensuring verification of eligibility before initiating special education services.

**Describe the steps your LEA takes to obtain records from the previous LEA when you receive transfer students with disabilities.**

The District will follow these steps:

- Immediately request student records upon notification of enrollment.
- Utilize the Texas Records Exchange (TREx) system for in-state transfers.
- Maintain logs of outreach attempts, including phone calls and emails to prior LEAs.
- Request parental assistance if records are not received within 15 working days.

**Describe the steps your LEA takes to obtain verification of eligibility from a parent if the previous LEA has not sent the necessary verification records.**

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- Contact parents directly and request a copy of the IEP.
- Provide parents with a written request for documentation.
- Continue outreach efforts while ensuring the provision of comparable services in consultation with parents.

**Describe the steps your LEA takes to coordinate the timely completion of an evaluation when a child transfers between LEAs and an initial evaluation is pending.**

For students transferring with an incomplete evaluation, the District:

- Coordinates with the previous LEA to obtain existing evaluation data.
- Completes the evaluation promptly, ensuring compliance with state and federal timelines.
- Documents progress and keeps parents informed of evaluation status.

**How does your LEA determine comparable services in consultation with the student's parent?**

- Reviews available documentation from the previous LEA.
- Discusses prior supports and services with parents.
- Provides services via a provisional plan that align with the student's prior IEP until a new IEP is developed.

**For a student who transfers from another state, describe when and how your LEA initiates the full individual and initial evaluation (FIIE) process, or how it would determine that an FIIE is not necessary.**

- If records confirm an existing IEP, an ARD committee meeting is held within 20 school days to adopt or modify the IEP.
- If additional evaluation is required, an FIIE is initiated following state guidelines and timelines.
- Parental consent is obtained before conducting any new evaluations.

**After receiving verification of an IEP for a student who transfers within the state or for a student who transfers from another state and the school district determines that an evaluation is not necessary, indicate how the LEA will monitor compliance for adopting an IEP within the 20 school day requirement under 19 Texas Administrative Code (TAC)**

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§89.1055(s) once the student is verified as being a student eligible for special education services.

- Track the verification date to ensure IEP adoption within 20 school days.
- Schedule and document ARD committee meetings accordingly.
- Monitor compliance through administrative oversight and record audits.

**Describe the LEA's REED process to determine when a transfer student needs a reevaluation.**

The student's case manager will determine whether an evaluation is necessary, consistent with the District's Child Find Duty and Evaluation Procedure Operating Procedures.<sup>1 2</sup>

#### STAFF RESPONSIBLE

**District Level:** Special Education Director  
Child Find Coordinator

**Campus Level:** Campus Administrators  
General Education Teachers  
Special Education Teachers

#### TIMELINES FOR CHILDREN WHO TRANSFER

- Initial evaluation pending
- Adopting previous IEP or developing, adopting, and implementing new IEP for the child who transfers within the state is 20 school days from the date the student is verified as being eligible for special education services.
- Conducting an FIIE, if necessary, and, if appropriate, develop, adopt, and implement a new IEP for the child who transfers from outside the state within FIIE timelines; or, if an FIIE is not necessary, develop, adopt, and implement a new IEP within 20 school days from the date the student is verified as being eligible for special education services.

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<sup>1</sup> 34 C.F.R. § 300.323(f)(1)

<sup>2</sup> 19 TEX. ADMIN. CODE § 89.1055(s)

**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
- Texas Record Exchange (TREX) requests
- Telephone logs of calls to prior school districts and demonstrating calls to students' parents seeking collaboration
- Parent meeting documentation