

### **Intra-District Special Education Student Mobility/Transfer/Placement**

TPS Special Education student moves from one TPS school to another TPS school:

1. Receiving school enrolls the student and identifies if student is receiving special education.
2. Receiving school Principal or Principal designee notifies the Elementary Special Education Lead Teacher / Secondary Department Chair immediately that a new student has enrolled.
3. Elementary Special Education Lead Teacher / Secondary Department Chair notifies the school's assigned Psychologist/Psychometrist/Speech Pathologist immediately.
4. Sending school will send the student's folder and all appropriate special education/ 504 documentation such as: Child Study Folder (RED FOLDER), Special Education Folder (PINK OR GREEN FOLDER), and/or 504 Folder (GOLD FOLDER) to the receiving school.
5. If the receiving school does not receive the appropriate documentation (RED FOLDER, PINK FOLDER, GREEN FOLDER, GOLD FOLDER, ETC.) within 3 business days the receiving school will notify the Special Education Program Supervisor who in turn will notify the sending school's principal.
6. The above enrollment action at the receiving school will automatically allow the receiving school to access the student information on SEAS. If you are unable to access the student within two (2) business days contact Bert Speed at [speedbu@tulaschools.org](mailto:speedbu@tulaschools.org).

### **Out-of-District Special Education Student Mobility/Transfer/Placement**

TPS Special Education student identified as receiving special education services enrolls from Out-of-District:

1. Receiving school enrolls the student and identifies if student is receiving special education. When a receiving school sends for cumulative records indicate the need for ALL education records.
2. Receiving Principal or Principal designee will provide the Elementary Special Education Lead Teacher / Secondary Department Chair with the Out-of-District Special Education paperwork.
3. The Elementary Special Education Lead Teacher / Secondary Department Chair will notify the School Psychologist/Speech Pathologist that an Out-of-District Special Education student has enrolled.
4. If the receiving school does not receive the appropriate paperwork from the previous school district within 3 business days the receiving school will notify the Special Education Program Supervisor who in turn will notify the Out-of-District Superintendent that TPS is requesting records.
5. School Psychologist/Speech Pathologist will add student to SEAS.
  - School Psychologist/Speech Pathologist ensures that the correct student ID number is entered in SEAS and required fields: first name, last name, date of birth, race, teacher of record (School Psychologist/Speech Pathologist will be listed as "Teacher of Record"), native language, attending school and home school.
  - School Psychologist/Speech Pathologist will check the box "referred not yet placed." This check mark will note that this student's demographic information will be moved from the Mainframe to the SEAS program overnight.
6. The Elementary Special Education Lead Teacher / Secondary Department Chair will coordinate an IEP Team meeting with all appropriate team members to review the student's existing data. The IEP team will meet to determine eligibility status according to TPS Policy and Procedures and document on OSDE Form 3, pages 1 – 4. **Note: School Psychologist will no longer write**

**a Review and Summary Report. The OSDE Form 3, pages 1 – 4 is the appropriate paperwork required for documenting this decision.**

- If the IEP team determines additional testing is required to make an appropriate decision the School Psychologist/Speech Pathologist will request parent consent to evaluate using OSDE Form 4.
- If the IEP team determines the student meets eligibility criteria then the IEP team will document its decision on the IEP Review, OSDE Form 8. When reviewing the Out of District IEP the team must consider whether the district will implement the Out of District IEP as written (document on the IEP Review OSDE Form 8) or write a new IEP to be implemented at TPS (document on OSDE Form 7 and OSDE Form 8).