

Special Education Students Who Transfer from Another County or Another State

If a student has been eligible for special education services in another county or state, the student remains eligible unless we re-evaluate and find him/her ineligible.

The procedures to follow when a student enters our system from another Georgia county and from another state are as follows: The same procedure is followed irrespective of the student's area of eligibility.

Student enters from another Georgia county or out of state:

1. **Call the previous system and confirm services student was receiving there.** Until you receive paperwork from previous system, you should serve student based on your confirmation of services from the previous system.
 2. Fax the *Records Request* form to previous system. The *Records Request* forms can be found in the forms section of the TCSS Exceptional Education website.
 3. Fax copy of the *Records Request* form to EEC (requests for prek/elementary students go to Hilda Strickland at EEC, requests for middle/high students go to Angie Knight at EEC).
 5. Hilda/Angie will collect complete the set of records when these records are received from the previous system. They will pass those records on to Kitty Crawford (prek/elem), Shari Dillon (middle/high) or Laura Nichols (SI, HI, VI primary) for review.
 6. After review by coordinator, Hilda/Angie will send you a school folder. The folder will contain a "Transfer File Review" sheet with instructions from coordinators on how to proceed with services/paperwork for student.
 7. Follow the instructions on "Transfer File Review" sheet.
- **We can accept the IEP's from other counties in Georgia and in other states.

Student enters from another Troup County school:

1. Request folder from previous school. Ask previous school's case manager to transfer access on the Exceptional Education data system over to you.
2. Send Hilda Strickland (prek/elem) or Angie Knight (middle/high) an Administrative Data form (on SEMS) as soon as possible.

The tables on the follow page describe specific procedures to follow in specific situations. If you have additional questions, please contact your coordinator.

**PROCEDURES TO FOLLOW FOR STUDENTS WHO TRANSFER TO TCSS
FROM ANOTHER SCHOOL SYSTEM IN GEORGIA**

In State or out of State?	Eligibility Status	IEP Status	Action	Paperwork
In State Transfer	Current Eligibility	Current IEP	Meet to accept the Eligibility and the IEP. Serve the student as per the current IEP.	Consent to Place Reevaluation Considerations Checklist
In State Transfer	Current Eligibility	Expired IEP	Serve the student as per the old (expired) IEP. Hold the IEP meeting and write the IEP within 30 days.	Consent to Place IEP within 30 days Reevaluation Considerations Checklist
In State Transfer	Expired Eligibility	Current IEP	Serve the student as per the IEP. Reevaluate within 60 days.	Consent to Place Reevaluation Consideration Checklist Consent to Evaluate (60 calendar day time line applies.) Eligibility form once testing has been completed
In State Transfer	Expired Eligibility	Expired IEP	Serve student as per old (expired) IEP. * Hold IEP meeting and write IEP within 30 days. Reevaluate within 60 days and hold Eligibility meeting.	Consent to Place IEP within 30 days Reevaluation Consideration Checklist Consent to Evaluate (60 calendar day time line applies.) Eligibility form once testing has been completed

**PROCEDURES TO FOLLOW FOR STUDENTS WHO TRANSFER TO TCSS
FROM ANOTHER STATE**

In State or out of State?	Eligibility Status	IEP Status	Action	Paperwork
Out of State	Current Eligibility	Current IEP	Meet to accept the Eligibility and the IEP. Serve the student as per the current IEP.	Consent to Place Re-evaluation Considerations Checklist
Out of State	Current Eligibility	Expired IEP	Serve the student as per the old (expired) IEP. Hold the IEP meeting and write the IEP within 30 days.	Consent to Place IEP within 30 days Reevaluation Considerations Checklist
Out of State	Expired Eligibility	Current IEP	Serve the student as per the IEP. Reevaluate within 60 days.	Consent to Place Reevaluation Consideration Checklist Consent to Evaluate (60 calendar day time line applies.) Eligibility form once testing has been completed
Out of State	Expired Eligibility	Expired IEP	Serve student as per old (expired) IEP. * Hold IEP meeting and write IEP within 30 days. Reevaluate within 60 days and hold Eligibility meeting.	Consent to Place IEP within 30 days Reevaluation Considerations Checklist Consent to Evaluate (60 calendar day time line applies.) Eligibility form once testing has been completed