

# REVIEW CHECKLIST OF ELIGIBILITY AND IEP FOR STUDENTS TRANSFERRING FROM ANOTHER OREGON SCHOOL DISTRICT

Student Name \_\_\_\_\_  
School \_\_\_\_\_

Case Manager \_\_\_\_\_  
Date \_\_\_\_\_

Date of Referral \_\_\_\_\_  
Date of Eligibility/Ineligibility \_\_\_\_\_  
Date of IEP \_\_\_\_\_

- \_\_\_\_\_ Core Team meets to decide if the evaluation and IEP are appropriate
- \_\_\_\_\_ Complete: [Team Review of Eligibility and IEP for Students Transferring from another Oregon School District form](#)
- \_\_\_\_\_ [Notice of IEP Team Meeting](#) (Check on Form: \*Review existing information about your child, and  
\*Decide whether your additional testing is needed  
\*Develop or review an IEP and placement for your child
- \_\_\_\_\_ [Prior Notice about Evaluation/Consent for Evaluation](#) (test or not test) – Attach Assessment Summary Brochure with proposed Evaluation check list
- \_\_\_\_\_ [Procedural Safeguards given to parent](#)
- \_\_\_\_\_ [Parent Non-Attendance at IEP.doc](#) Parent Non-Attendance at IEP Letter
- \_\_\_\_\_ [Attendance / Agenda Sheet](#)
- \_\_\_\_\_ [Summary of Meeting Notes](#)
- \_\_\_\_\_ [Prior Written Notice of Special Education Action](#) (indicate the decisions regarding eligibility and IEP i.e., to accept the documents or further action required as determined by the CORE team)
- \_\_\_\_\_ Contact the Jefferson County ESD to add the student to the web-based IEP program (TieNet)
- \_\_\_\_\_ Complete the actions described by the CORE Team in the transfer document

## IDEA REQUIREMENT

### Students Transferring In To Jefferson County School District from Another Oregon School District

- Eligibility:** Must accept eligibility
- Evaluation:** Evaluate if team suspects that student no longer meets eligibility criteria or if the team needs further information for IEP purposes (See [3 Year Review Checklist](#) and follow procedures). Student continues to be eligible-pending completion of evaluation and reconsideration of eligibility.
- Notice/Consent:** \*If evaluating, must give notice of reevaluation and seek parent consent (See [3 Year Review Checklist](#) and follow procedures)  
\*If evaluation results in change in eligibility, [give written notice of change](#).  
\*If IEP/placement decisions result in change in placement or provision of FAPE to the student, give [prior written notice of change](#).
- IEP/Placement:** Implement IEP/placement from previous district or develop new IEP/placement within 10 school days.

#### NOTE:

- \* Make corrections to the draft IEP in TieNet and send corrected copy to parent
- \* Send corrected original forms to ESD-Keep copy of all documents in your special education working file
- \*\* [Contact Log](#) – Please document all communications with parent on contact log (keep log in your sped file)

#### TIMELINES:

- \*\*\*60 school days from signed Prior Notice About Evaluation/Consent for Evaluation to eligibility meeting
- \*\*\*10 school days from date of IEP meeting to date send parent final corrected copy of IEP
- \*\*\*30 calendar days from date of initial eligibility to special education placement.