

# REVIEW CHECKLIST FOR STUDENTS **TRANSFERRING IN** TO JEFFERSON COUNTY SCHOOL DISTRICT FROM ANOTHER STATE

Student Name \_\_\_\_\_  
School \_\_\_\_\_  
Prior Eligibility Date \_\_\_\_\_  
New Date of Eligibility/Ineligibility \_\_\_\_\_  
Date of IEP (if applicable) \_\_\_\_\_

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

\_\_\_\_\_ [Complete the Team Review of Eligibility and IEP for students transferring from another State](#)

**Note:** *Planning for a reevaluation does not necessarily have to be a formal meeting. If a formal meeting is being held, the following **italicized and bolded** forms need to be completed:*

\_\_\_\_\_ [Notice of IEP Team Meeting](#) (Check on Form: **\*Review existing information about your child, and**  
**\*Decide whether your additional testing is needed)**  
**\*SIGN Consent for Evaluation/Reevaluation**  
**\* Complete Child Find Census Report**

\_\_\_\_\_ [Procedural Safeguards given to parent](#)  
\_\_\_\_\_ [Parent Non-Attendance at IEP Letter](#)  
\_\_\_\_\_ [Attendance / Agenda Sheet](#)  
\_\_\_\_\_ [Summary of Meeting Notes](#)

\_\_\_\_\_ [Re-evaluation Plan](#) (Completed by CORE team with parental input)  
\_\_\_\_\_ [Parent Input Sheet](#) – (Completed by Parent)  
\_\_\_\_\_ [Prior Notice about Evaluation/Consent for Evaluation](#) (CORE team completes form)  
(Attach [Assessment Summary Brochure](#) with proposed evaluations checked)

\_\_\_\_\_ [Written Agreements between the Parent and District](#) (if no additional assessments are being requested)  
\_\_\_\_\_ [Cumulative File Review](#) (form completed by a member of CORE team as assigned)  
\_\_\_\_\_ Permission to Exchange Information (use the form(s) below if requesting information)  
**\*Parental Permission to Exchange Information for non-medically related information**  
**\*HIPPA for medically related information ([English](#) or [Spanish](#) Versions Available)**

**Note:** *After all evaluations have been completed, the following forms need to be completed*

\_\_\_\_\_ [Prior Notice of IEP Team Meeting](#) (Check on form: **\*Review existing information about your child, and**  
**\*Decide whether your child is eligible for or continues to be eligible for special education**  
**\*Develop or review an IEP and placement of your Child)**

\_\_\_\_\_ [Eligibility Form](#) (s) - Include form(s) for all eligibilities considered as a part of the re-evaluation  
\_\_\_\_\_ [Prior Notice and Consent for Initial Provision of Special Education](#)  
\_\_\_\_\_ Individual Education Plan (IEP) draft  
\_\_\_\_\_ [Procedural Safeguards given to parent](#)  
\_\_\_\_\_ [Parent Non-Attendance at IEP Letter](#)  
\_\_\_\_\_ [Attendance / Agenda Sheet](#)  
\_\_\_\_\_ [Summary of Meeting Notes](#)  
\_\_\_\_\_ [Prior Notice of Special Education Action](#)  
\_\_\_\_\_ Progress Reports

**NOTE:**

- \* All forms (e.g., eligibilities and IEPs **MUST BE** completed in TieNet
- \* Make corrections to the draft IEP in Tie Net 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
- \*\*\*Re-evaluation – If a parent does not return/sign the signed Prior Notice About Evaluation/Consent for Evaluation, the ERC/Life Skills teacher may proceed with all evaluations stated on the consent form EXCEPT **NO** assessments of intelligence or personality can be administered without signed parent consent.