
**SPECIAL EDUCATION TRANSFER STUDENTS
INTO DISTRICT (SED-P008)**
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the district-wide process for the enrollment and placement of students transferring into district who receive special education and related services.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, Building Administration

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 Due Process – refers to the rights of the parents and students to file a complaint and have a due process hearing if there is a concern that the rights of the student are not being adequately addressed.
- 4.2 Evaluation – procedures used in accordance with WAC 392-172A-03005 through 03080 to determine whether a student has a disability and the nature and extent of special education services needed.
- 4.3 GoalView – a secured Internet-based student management system for Special Education records.
- 4.4 Independent Educational Evaluation (IEE) – is a student evaluation performed by a qualified professional who is not employed by the school district.
- 4.5 IEP Team – The team consists of a school psychologist, special education teacher, therapists working with the student, general education teacher, parent and student, if appropriate.
- 4.6 Individualized Education Program (IEP) - is a written statement of an educational program for a student eligible for special education that is developed, reviewed, and revised in accordance with state and federal guidelines (at least annually).
- 4.7 Mediation – an opportunity for the parents and the school district to meet for the purpose of resolving disputes and reaching a mutually acceptable agreement concerning the identification, evaluation, educational placement or provision of FAPE to a student, through an impartial mediator.
- 4.8 School – School is defined as the designated building to which student is assigned. This could be the neighborhood school.

5.0 PROCEDURE:

- 5.1 School staff (administrator, secretary, counselor) collects transfer information from the student's parent or guardian to begin Wenatchee School District registration process.

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- 5.2 If student has been receiving special education services, school secretarial staff or counselor sends student and parent to the Special Education Department to facilitate process pertinent to Special Education.
- 5.3 The Special Education staff assists parents or adult student in completing forms and other pertinent data and faxes Release of Confidential Records form to student's last school attended.
 - 5.3.1 The Special Education staff or school psychologist may contact former school officials to complete a phone interview for verification of the student's program.
- 5.4 The student registers for classes at his/her placement school and begins receiving special education services immediately based on current IEP and evaluation.
- 5.5 Upon arrival of student records, the IEP team reviews the document and deems records acceptable or unacceptable.
 - 5.5.1 If the evaluation is acceptable, a transfer validation is completed with signature page and signed by IEP team members.
 - 5.5.2 If the evaluation is unacceptable, a new evaluation is completed within 35 days.
 - 5.5.3 If the IEP is acceptable, an IEP amendment is completed and attached to the original IEP. The meeting is scheduled and all IEP participants and parents sign this document.
 - 5.5.4 If the IEP is unacceptable, the IEP team meets to develop a new IEP.
- 5.6 NOTE: It is possible that the transfer student MAY NOT QUALIFY for special education services based on new evaluation data. Special Education team must work with parents and general education staff on appropriate programming for the student. The parents may request an IEE, Mediation, or a Due Process Hearing if they disagree with the districts findings.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Evaluation Report
- 6.2 IEP
- 6.3 Student Transfer Records
- 6.4 Authorization for Release of Confidential Records SED-F028
- 6.5 Prior Written Notice

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7.0 RECORD RETENTION TABLE:

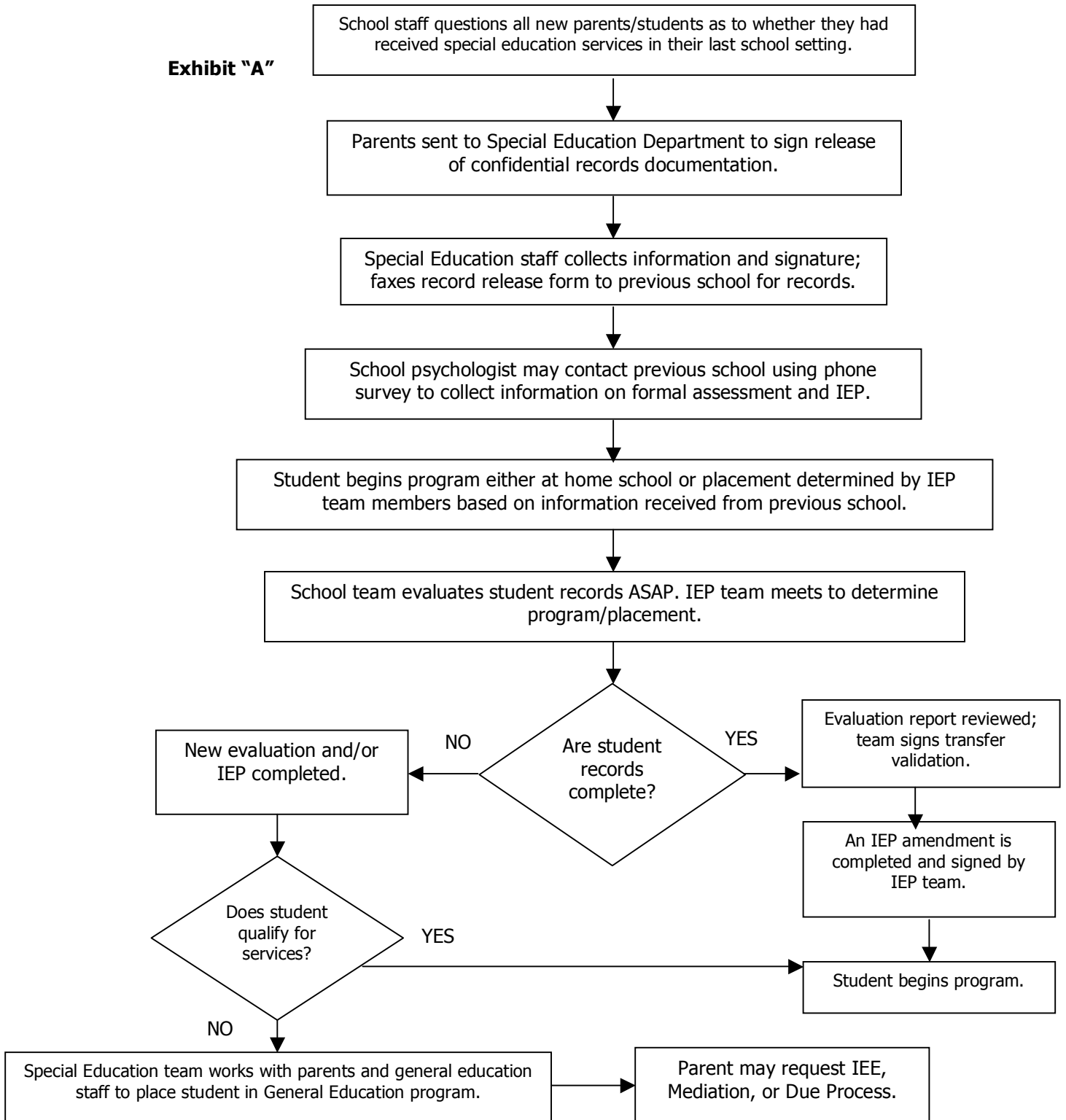
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents in 6.0 above	Special Education Cumulative file; Student's building site	According to state and federal guidelines, six years after services end	Letter sent to last known address; if no response, records destroyed after one month	Stored in one location; fireproof

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
25-Jan-02	B	Added 6.5
4-Feb-02	C	Updated protection information
16-Jan-03	D	Corrected attachment in 5.6.1; updated records approval authority to include Assistant Director of Special Education, retention details, and form numbers
12-Sept-03	E	Updated records retention data, replacing seven years with six
04-Nov-04	F	Added matrix page and signature page to 5.6.3; changed "student's twenty-first birthday" to "services end" in retention data
26-Sept-08	G	New definitions, revision of procedures and documentation, changed title to reflect purpose of process

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Exhibit "A"



** End of procedure **