

CSI New Enrollment and Transfer Students

Charter School Institute



Transfer VS New Enrollment

- Students with an IEP who enroll in your school prior to the start of the school year (over the summer) are **not “transfer” students.**
- Students with an IEP who enroll in your school during the school year (once school has started) **are transfer students.**





Summer Enrollment

- Special Education students who enroll in your school over the summer must have a current IEP in place the first day of school.
- The student's IEP from their previous school must be adopted or you must develop a new IEP prior to the first day of school.





Summer Enrollment with Acceptable IEP

- The current IEP from the previous school is adopted, scanned, and uploaded in to the IEP platform used by the charter school.
- All appropriate staff must be notified of the student's IEP.
- State reporting is completed in the IEP platform.



Summer Enrollment Unacceptable IEP

- If the school team determines the student's current IEP is inappropriate:
 - Obtain permission to assess to determine appropriate FAPE;
 - Assess;
 - Within 30 days convene an IEP evaluation meeting with all required members and all appropriate paperwork, including notice of meeting.
 - Develop a new IEP based upon the **student's needs.**



During the Assessment Process

- The student must be served according to the previous IEP;
- Comparable services may be provided, if required;
- Parents must be provided with Prior Written Notice indicating the comparable services.

Remember: The student must be served based upon their needs, not the school's needs.



Transfer Student

- IEP student who enrolls in the school from another school at anytime during the school year.
- The IEP must be in effect the first day the student enters.
- Any changes need to occur through an official IEP meeting or an IEP amendment.



Types of Transfers

- In-state transfer – When a student with an IEP enrolls in your school from another district/school in the state of Colorado.
- Out-of-state transfer – When a student with an IEP enrolls in your school from a district/school in a state other than Colorado.



In-State Transfer Students

- Conduct a transfer meeting when a student with an IEP enrolls in your school after the beginning of the school year.
- The school must immediately initiate education services and provide FAPE through special education and related services comparable to the current IEP.
- The team may adopt the current IEP, in which case an IEP meeting may not be required; or they may decide not to adopt and proceed to develop a new IEP through the IEP process.
 - If significant changes are to be made to the current IEP, the evaluation process must be followed.



Legal Name of Student _____	DOB _____	State Student ID (SASID) _____	Date _____
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TRANSFER STUDENT FROM WITHIN STATE 300.323(e)

The IEP dated _____ from _____ district are adopted and services will be initiated on: _____
 Next Eligibility Determination: _____
 Next Annual Review: _____

Attach this form to the adopted IEP **300.323(e)(1)**

The IEP dated _____ from _____ district is not adopted.
 An IEP meeting is scheduled for _____.

The following special education and related services will be provided on an interim basis 300.323(e)(2):

Comparable Service Delivery Statement

Statement of types and anticipated setting of services to be provided to and on behalf of the student:
 300.320(a)(7)

Comparable Special Education and Related Services in the Least Restrictive Environment

Specialized Instruction Area and/or Related Services 300.320(a)(4)	Service Provider 300.18 HQ Sp. Ed. Teacher	Start Date 300.320(a)(7)	End Date 300.320(a)(7)	Frequency of Special Education/Related Services-- Direct Use ONE column only per identified service			Frequency of Special Education/Related Services-- Indirect Including Case Management Use ONE column only per identified service		
				Per Day	Per Week	Per Month	Per Day	Per Week	Per Month
				300.320(a)(7)	300.320(a)(7)	300.320(a)(7)	300.320(a)(7)	300.320(a)(7)	300.320(a)(7)
Total Amount of Time:				HPD	HPW	HPM	HPD	HPW	HPM

Annual Goal(s) (Objectives if appropriate): 300.323(e)
 (may be attached as a separate document)

IEP Team notified on _____ by _____.

I have been provided the special education procedural safeguards in my native language or other mode of communication. Yes No

Parent/Guardian/ESP Signature 300.504(a) _____ Date _____



Out of State Transfers

- If the student with an IEP enrolls, the IEP team must determine if the student meets Colorado eligibility requirements as a student with a disability under ECEA rules.
- If the student would not meet the Colorado eligibility requirements, the IEP team must conduct a new evaluation to determine eligibility following the appropriate steps for an initial evaluation.
- If the student's eligibility determination meets Colorado's eligibility requirements, the school may adopt the current IEP or determine appropriate comparable services until a new IEP is developed.



Legal Name of Student _____ DOB _____ State Student ID (SASID) _____ Date _____

TRANSFER STUDENT FROM ANOTHER STATE 300.323(f)

The evaluation and eligibility determination dated _____ from _____ district meets Colorado standards and is adopted by the district.
 Eligibility date: _____
 Triennial due: _____ **300.323(f)(2)**

The evaluation and eligibility determination dated _____ from _____ district does not meet Colorado standards.
(The District must follow procedures for an Evaluation (4.02(4); and 300.304 – 300.306) and provide FAPE during the evaluation period).

The IEP dated _____ from _____ district are adopted and services will be initiated on: _____
 Next Eligibility Determination: _____
 Next Annual Review: _____

Attach this form to the adopted IEP

The IEP dated _____ from _____ district is not adopted.
 An IEP meeting is scheduled for _____.

The following special education and related services will be provided on an interim basis. 300.323(e)(2)

Comparable Service Delivery Statement
 Statement of types and anticipated setting of services to be provided to and on behalf of the student:
 300.320(a)(7)

Comparable Special Education and Related Services in the Least Restrictive Environment

Specialized Instruction Area and/or Related Services 300.320(a)(4)	Service Provider 300.18 HQ Sp. Ed. Teacher	Start Date 300.320(a)(7)	End Date 300.320(a)(7)	Frequency of Special Education/Related Services-- Direct Use ONE column only per identified service			Frequency of Special Education/Related Services-- Indirect Including Case Management Use ONE column only per identified service		
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Total Amount of Time:				HPD	HPW	HPM	HPD	HPW	HPM

Annual Goal(s) (Objectives if appropriate): 300.323(e)
 (may be attached as a separate document)

IEP Team notified on _____ by _____.

I have been provided the special education procedural safeguards in my native language or other mode of communication. Yes No

Parent/Guardian/ESP Signature 300.504(a) _____ Date _____



Resources

- Contact your CSI Regional Coordinator for any additional guidance or information.
- *IEP Procedural Guidance: Exceptional Student Services Unit Technical Assistance; Colorado Department of Education*
 - http://www.cde.state.co.us/cdesped/iep_procedural_guidance
- *Special Education Onboarding Handbook: A Guide for New CSI Schools and Staff*
- Matt Hudson, CSI Director of Special Education