

## In State Transfer:

Student: \_\_\_\_\_ Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
                    First                      Middle                      Last

DOB: \_\_\_\_\_ Previous School Attended: \_\_\_\_\_ Phone Number of Previous School: \_\_\_\_\_

Has this student attended school in Brantley previously? \_\_\_ YES or \_\_\_ NO

If yes, did the student have an IEP ? \_\_\_ YES or \_\_\_ NO Did the student have an eligibility? \_\_\_ YES or \_\_\_ NO

Caseload Teacher: \_\_\_\_\_

\_\_\_ Sped Coordinator will complete transfer paperwork

\_\_\_ phone verification

\_\_\_ IEP Meeting Summary

\_\_\_ Release Form for pictures

\_\_\_ Consent for Placement

\_\_\_ Authorization to Release Records

\_\_\_ FTE Update Form

\_\_\_ Medicaid Consent

\_\_\_ Social History

\_\_\_ Verification of available records

IEP Meeting Date: \_\_\_\_\_ IEP Start Date: \_\_\_\_\_ IEP Ending Date: \_\_\_\_\_

Eligibility: Is an eligibility report available? \_\_\_ YES or \_\_\_ NO If yes, list date of eligibility: \_\_\_\_\_

What area(s) of exceptionality? \_\_\_\_\_  
\_\_\_\_\_

Psychological: Is there a psychological available? \_\_\_ YES or \_\_\_ NO If yes, list date of Psychological: \_\_\_\_\_

\_\_\_ Fax this form completed, along with available records and IEP/Transfer Meeting Summary to BOE office at 912-462-6119

\*\*\*Write in new information with BLUE ink if parts of the IEP are amended. Date and initial changes made.

Areas that may need amending are services, accommodations, transportation, assistive technology.

\_\_\_ School Psychologist will assign the student a caseload teacher into GO IEP

\_\_\_ If IEP is accepted/adopted/amended from the previous school, an Annual Review will need to be held within 90 days of student transferring into your school.

### **If transfer student is due for re-determination:**

\_\_\_ School Psychologist will send a re-determination folder (manila folder) with necessary documents needed for a re-determination and annual review meeting if the student is due for a re-determination.

\_\_\_ Caseload teacher completes re-determination meeting notice in GO IEP

\_\_\_ Caseload teacher holds a re-determination meeting and two options are discussed

\_\_\_ 1. The team has enough data/information to make a decision and re-determine eligibility.

\_\_\_ 2. The team does NOT have enough data/information to make a decision to re-determine eligibility and a comprehensive evaluation is needed to re-determine eligibility

After comprehensive evaluation is completed then....

\_\_\_ Caseload teacher will schedule a re-eligibility meeting (meeting notice tab) to complete a GA Eligibility and a GA IEP in GO IEP.

\_\_\_ Re-eligibility/Annual Review meeting is held