Out of State Transfer:

Student:_____ Date:_____ School:_____ Grade:_____
First Middle Last

DOB:_____ Previous School Attended:_____ What State?_____
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 ** *Must be completed on students who transfer from out of state*

____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? ___YES or ___NO If yes, list date of Psychological:_____

____ Fax this form completed, along with available records and IEP/Transfer Meeting Summary to BOE 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

____ School Psychologist will send a re-determination packet (manila folder) with necessary documents needed for a re-determination meeting.

____ Caseload teacher completes re-determination/annual review meeting notice in GO IEP

____Caseload teacher holds a re-determination meeting to decide what data is needed for GA Eligibility
After data is collected and/or 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 by the due date in GO IEP