

# IEP Transfer Procedures (K-22)

**Within 10 days meet with your school team to review the following for accuracy and completeness:**

**Eligibility Documentation** (complete initial eligibility for out of state)

Request EDPlan transfer as applicable

- Present Levels
- Goals/Progress Reports
- Service times (for all providers)
- Behavior plans
- Transition
- ESY eligibility

Define a plan for completing anything that is missing or needs amending (as applicable)

If the student enters without special education records and the parent reports the student was in a special education setting, complete the back of form. **30 day in state (no file - date):** \_\_\_\_\_

**Identify Eligibility Date & Current IEP Date**  
This must be entered into EDPlan **by your administrator** for all forms to work properly.

**If IEP not already in EDPlan from previous district**  
Document in PLAAFP the **acceptance of** out of district IEP **or** the need for **amending**.  
  
Transfer (goals, accommodations & services) from the IEP to EDPlan. Print and attach to out of district IEP. No new signatures are needed if not amending significant changes to IEP  
**(Document in meeting notes)**  
**(Maintain current IEP date)**

Implement IEP as written and agreed upon  
**(Meeting notes)**

**Verify SCRAM in EDPlan**

**Complete Medicaid in EDPlan**

Student name: \_\_\_\_\_

Student start date: \_\_\_\_\_

Date file requested: \_\_\_\_\_

Date file received: \_\_\_\_\_

Current classification: \_\_\_\_\_

Current eligibility date: \_\_\_\_\_

Current IEP date: \_\_\_\_\_

Eligibility for Utah completed: \_\_\_\_\_

Notes:

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- If any of the following are missing in the file, create a replacement document:
- Signed parental Consent for Initial Placement
  - Current Eligibility Determination
  - Current IEP

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- If this is a NON EdPlan file - and all documents are present:
- Upload Eligibility Determination
  - Copy of current IEP from previous district

**If student has no special ed records and parent reports/indicates student was in special education in previous school - Complete other side of this document**

**If student is entering the district from within state without special education records, and parent reports/indicates that student was in special education in previous school, then complete the following:**

- Request all special education records from previous LEA
  - (The previous LEA in which child was enrolled must take reasonable steps to promptly respond to a verbal or written request for records from the new public agency.)
  - Document date of request and date of receipt

- Verify special education status by telephone
  - Document the following:
    - Information obtained from (LEA, name, role of informant):

\_\_\_\_\_

- Disability category:  AU  SLI  DB  DD  EBD  HI  ID  
 MD  OHI  OI  SLD  TBI  VI
- Description of type, amount and duration of special education and related services:

- Date of last eligibility: \_\_\_\_\_ Date of last IEP: \_\_\_\_\_
- How student participated in statewide assessment \_\_\_\_\_
- Progress reports: \_\_\_\_\_
- Attendance and disciplinary data: \_\_\_\_\_

**Then provide a FAPE to the student, including comparable services to existing IEP**

**At 30 school days, with no receipt of file, move forward with initial eligibility.**

Questions? Contact your teacher specialist.