

Transfer Students

In the case of an eligible student transferring into a district, the district will complete the registration process within the home district. Upon completion of registration, the district will contact BHASED in order to check if the student is already in EmbraceIEP. If the student is in EmbraceIEP, BHASED or BDS will transfer the student to the new school district.

The district may adopt the IEP of the former local school district without an IEP meeting if:

- The parents indicate, either orally or in writing, satisfaction with the current IEP; and
- The new district determines that the current IEP is appropriate and can be implemented as written.

The district may document that they are adopting the IEP of the former school district on the additional information form. If changes need to be made to the IEP of the former school district, amend the IEP within EmbraceIEP and submit.

District Does Not Receive IEP

1. The student shall be enrolled and served in the setting that the receiving district believes will meet the child's needs until a copy of the current IEP is obtained or a new IEP is developed by the school district.
2. The new district shall request the student's records from the sending district or school by the end of the next business day after the date of enrollment.
3. When the sending district receives notice the student has transferred to another school district, within 10 calendar days of that notice they must send the student's school records to the receiving district.
4. If the receiving district does not receive the IEP within the 10 days, they shall initiate an IEP meeting for the purpose of developing a new IEP. The IEP meeting will be convened within 20 calendar days from the date of enrollment.

If a transfer student is 14 years old or older and a transition plan is not part of the IEP, the district needs to complete the Secondary Transition plan (see section 10 Transition).