# Out-of-State Transfer Student Checklist

(USBE Rules III.C.2)

District/School:

Student Name: DOB: Grade:

[ ]  **Promptly obtain the student’s records from the previous LEA in the other state including the IEP, supporting documents, and any other records relating to the provision of special education or related services to the student.**

**Student transfer during the summer:**

[ ]  Student with a disability has an IEP in effect at the beginning of the school year.

**Student transfer during the school year:**

[ ]  Step 1: Student with a disability has a current IEP from previous LEA in another state.

[ ]  Step 2: Consult with parent(s) or student who is an adult to provide a FAPE to the student, including services comparable to those described in the current IEP from the previous LEA.

Date of consult:

Additional notes:

[ ]  Step 3: The LEA decided:

 To conduct an evaluation.

 An evaluation is not necessary.

[ ]  Step 4: The IEP Team decided to:

 Adopt the current IEP from the previous LEA.

Develop, adopt, and implement a new IEP.

***NOTE:*** *The evaluation for eligibility that may be conducted by the receiving LEA is considered an initial evaluation (71 FR 46668-82).*

***NOTE:*** *Difficulty in obtaining the IEP from the previous LEA does not relieve the current LEA of its obligation to have a current IEP in place for an eligible student (USBE Rules III.C.4.).*