



Polk County Special Services (PCSS) Transfer Process Procedure

Purpose

To ensure compliance with federal and state regulations regarding the transfer of students receiving special education services, and to provide consistent procedures for all PCSS staff when managing transfer students.

I. Distribution of Transfer Packets

1. At the beginning of each school year, transfer packets and Procedural Safeguards will be emailed to all campuses.
2. Campuses are responsible for printing their own packets as needed. The Co-op office will not provide printed copies.
3. Transfer packets will also be available for download on the PCSS website.
4. If visiting campuses, you may deliver up to five transfer packets to campus counselors but remind them that digital copies are available and preferred.
5. A PDF version of the transfer packet may be emailed to campus staff upon request.

II. Transfer Timeline & Requirements (Per Commissioner's Rules)

A. In-State Transfers

When a student transfers within Texas during the same school year and verification of an active IEP is received, the new district must comply with 34 CFR §300.323(e). The ARD committee must complete the transfer process within **20 school days** from the date the student is verified as eligible for special education services.

B. Out-of-State Transfers

When a student transfers from another state during the same school year and verification of an active IEP is received, the district must comply with 34 CFR §300.323(f). If the district determines an evaluation is needed, it is considered a Full and Individual Initial Evaluation (FIIE) and must be

completed within established timelines (§89.1011(c) and (e)). If no new evaluation is required, the ARD must be completed within **20 school days** of verification. If an evaluation is conducted, the ARD must be completed within **30 calendar days** of the finalized evaluation report.

C. Record Requests

The new district must take reasonable steps to promptly obtain records from the previous district. The previous district must provide student records, including special education documentation, within **10 working days** of receiving the request (TEC §25.002; 34 CFR §300.323(g)).

D. Summer Registrations

Students who register during the summer are not considered transfer students under these rules. If IEP verification is received prior to the first day of school, the IEP must be implemented in full or revised during a summer ARD meeting for implementation on the first day of school. If verification cannot be obtained before school begins, follow the 20-day timeline once eligibility is confirmed.

E. Definition of Verification

“Verification” occurs when the new district receives a copy of the student's current IEP from the previous district.

F. Interim Services

While waiting for verification, the district must take reasonable steps to provide comparable services, in consultation with the parent, based on information from the previous district.

NOTE: Transfer ARDs must now be completed within **20 school days (not 30)**.

III. Submission and Support

Completed transfer packets are submitted to **Emily Bell** either scanned through email or papers provided, which she will upload into the student's archived documents. If records are delayed or difficult to obtain, **Brandi Murphy** may assist by contacting the previous school directly.

IV. Intra-Co-op Transfers (Transfers between PCSS member districts)

1. Notify **Emily Wilson** and **Emily Bell** as soon as a student leaves one Co-op district and enrolls in another.
2. After receiving the student's paperwork from the campus, Emily Wilson will transfer the student's record in eSped to the new district.
3. Once reassigned, you will receive an email authorizing you to proceed.
4. In eSped, complete and verify the following:
 - Agreement to Implement Page (enter all required information)
 - Ensure service dates and related services are accurate
 - Verify the Consolidated Dates Page
 - Print and provide PEIMS Data Sheet to campus contact
5. Archive all pages for accurate recordkeeping.
6. Proceed with the student's annual ARD at the regular due date unless earlier revisions are needed.

V. Implementation Reminders

- Ensure all transfer IEPs are implemented immediately upon enrollment.
- Do not delay services while waiting for records.
- Maintain open communication with parents and previous districts.
- Document all contacts, requests, and consultations in eSped notes or your transfer log.

VI. Contacts

Transfer Processing: Emily Bell

eSped Transfers and Records Management: Emily Wilson

Record Retrieval Assistance: Brandi Murphy