

In-State Transfers

Students transferring from another district may have already been enrolled in Special Education and may have had special program documentation done at their previous school.

Steps *Steps to complete documentation for a student transferring from in-state:*

1. Obtain relevant Special Education documentation from the student's previous school.
 - If the other district uses SameGoal, the student's documentation can be electronically transferred using District-to-district transfer.
 - If the other district does not use SameGoal, obtain printed or downloaded copies of the documentation. Create an **Upload** document for the student and add relevant documentation as an attachment.
2. Create a **Transfer Student Comparable Services Agreement**.
3. On the cover page, click **add FIE Determination**.
4. Select **In-State**.
5. Enter the date of the last evaluation and decide whether a new FIE is necessary.
6. Fill out the rest of the document. In consultation with the parent, provide a free appropriate public education (FAPE), including services comparable to those described in the student's IEP from the previous LEA.
7. Mark the document complete.

IEP documentation will be due within 20 school days of the **Verification Date** and reevaluation documentation will be due three years less one day after the **Last Evaluation Date**.

If a new FIE is necessary and you would like to do a full evaluation before the three year deadline, follow your district's policy for early reevaluations.