

Transfer Student: From Another State

Student: _____ ID: _____ Meeting Date: _____

Case Manager: _____ Teacher: _____

For a Transfer Student from another state, the student must be reevaluated and an Eligibility Determination meeting must be held within **30 days** of the student enrolling in Camden City Schools.

Before the meeting:

✓	When:	Task:	Completed:
	Upon enrolling	Review the student's current IEP. Work with the Senior Program Manager to place the student in the correct setting.	
	Upon enrolling	Gather all available records for the student.	
	Within 1 business day of enrolling	Add the student to IEP Direct as "Transfer Student Received."	
	Within 1 business day of receiving them	Upload all records to document repository.	
	Within 1 business day of enrolling	If the student will be going to a different school, email the Case Manager at that school.	
	Within 3 days of enrolling	CASE MGR AT SCHOOL WHERE STUDENT IS ATTENDING: Contact the previous district to obtain current evaluations. If current evaluations (within 1 year) are available, those evaluations can be used to determine eligibility. Note this in Contact Log.	
	Within 10 days of enrolling	If current evaluations are not available, schedule and hold a Reevaluation Planning Meeting. (See: Reevaluation Planning Meeting Template.)	
	Within 20 days of enrolling	Complete all required evaluations. Ensure that all evaluations are uploaded into the document repository and scores are entered in "Evaluations/Reports" and "Standardized Test Results". Mail all evaluations to the parent. Note this in Contact Log.	
	Within 25 days of enrolling	Schedule the Reevaluation Eligibility Meeting. Create and mail the invitation to the parent. Check the Meeting Participants tool for required participants; send the invitation via email to each of the required participants.	
	Within 25 days of enrolling	During a Weekly Calibration Meeting, review the results of the evaluations and compare the information to the Eligibility Checklist.	
	Within 25 days of enrolling	If the student is eligible, create the student's IEP. All start dates must be 15 days after the meeting date, including transportation, related services, etc. Goals and objectives should be updated as appropriate.	
	Within 25 days of enrolling	Speak with the student's teacher about the student's eligibility and/or the IEP process. Consideration should be given to a less restrictive placement.	
	2 days before meeting	Send an email reminder to the student's teacher.	

At the meeting you should have:

✓	Item:
	Your charged laptop
	A copy of each evaluation
	The Eligibility Checklist
	A copy of the draft IEP (if eligible)

During the meeting:

If the parent does not attend, call the parent. Ask if he/she can participate by phone. If you cannot reach the parent, hold the meeting.

Introductions: Allow each person present to introduce him/herself.

State the purpose of the meeting.

Start by asking the parent what his/her concerns are. Ask questions about the student's functioning/behavior at his previous school and at home.

Ask the teacher to speak about the student's functioning at school.

Review the results of the evaluations (If evaluations were completed.)

Compare the results of the evaluations to the Eligibility Checklist and state the student's eligibility.

If the student is eligible, consider a less restrictive placement for the student. Discuss the supports the student would need in a less restrictive environment.

In process tracking:

- Meeting or Agreement Result: Yes
- New Action: Reevaluation Eligibility Determination with IEP (eligible) OR Reevaluation eligibility determination (not eligible)
- Determination: (Choose one)
- Action Date: Today's Date
- Click "ADD."
- If the student is not eligible, fill in EACH SECTION in Prior Written Notice.
- Click Save & Print

Review the completed IEP with the parent and teacher. Make any necessary changes or adjustments to the IEP on your laptop. All start dates should be 15 days after today's date, even if the parent waives the 15 day consideration period.

Finalize the IEP

Print out the full IEP and give a copy of all paperwork, including the PRISE and the NJ Code, to the parent.

If the parent is not present, send a copy of all meeting paperwork, including the PRISE and the NJ Code, to the parent. Attempt to contact the parent to discuss the meeting. If student is eligible, wait 10 days for a parent response, then contact the parent. If the parent still does not respond, the IEP is implemented as written after 15 days.

Ask all participants to sign the Participation Page. If someone participated by phone, write in "Participated by phone" next to their name. Do not allow anyone who did not participate to sign this page.

After the Meeting:

✓	When:	Task:	Completed:
	Within 1 business day of the meeting	Upload the participation page to the student's document repository.	
	Within 1 business day of the meeting	Upload any additional documentation that you received at the meeting.	
	Within 1 business day of the meeting	Send the original, finalized IEP and participation page to the Senior Program Manager.	