

## Transfer Student: From Another NJ District

Student: \_\_\_\_\_ ID: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Teacher: \_\_\_\_\_

For a Transfer Student from another NJ school district, the Assess/Review/Revise 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.	
	15 days before meeting	<b>CASE MGR AT SCHOOL WHERE STUDENT IS ATTENDING:</b> Using the current IEP as a guide, create an IEP for the student. The IEP should be completed IN FULL using the Initial IEP Checklist before the meeting. All start dates must be 15 days after the date of the meeting.	
	15 days before meeting	Speak with the student's teacher about the student's transition and progress in his/her class.	
	10 days before meeting	Schedule the Assess/Review/Revise Meeting.	
	10 days before 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.	
	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.
- All participants should have the opportunity to ask questions and/or give information about the student.
- Take notes on your laptop about the information shared at the meeting.
- The team (CST, teachers, and parent) will come to a consensus about whether additional assessments are needed for this student. If additional assessments (such as OT, PT, Speech, etc.) are required:

*In process tracking:*

- Meeting or Agreement Result: No
- New Action: Consent for Additional Assessment Requested
- Action Date: Today's Date
- Click "ADD."
- In Comments, note which additional assessments are needed. Click "SAVE."
- Click "Schedule Tasks;" choose "Follow Up To Do Tasks."
- Click "ADD" and add each assessment that is needed. Click "Save & Return."

- If parent is present, ask parent to give written consent for evaluations to begin.

*In process tracking:*

- Meeting or Agreement Result - > No
- Consent for Additional Assessments Received or Refused
- Determination: (Choose one)
- Date: Today's date
- Click "ADD"

- If the parent is not present, send a copy of all meeting paperwork, including PRISE, to the parent. Attempt to contact the parent to discuss the meeting. Note this in Contact Log.

- If evaluations are warranted, wait 10 days for a parent response. If the parent does not respond, contact the parent. If the parent still does not respond, evaluations can begin after 15 days. Note that the 60-day timeline begins the day of the meeting. After evaluations are completed, hold another assess/review/revise meeting.

- Whether or not evaluations are warranted, the team (CST, teacher, and parent) will come to a consensus about whether changes need to be made to the IEP. If changes are needed, they should be made during the meeting. **All** start dates should be 15 days after today's date.

*In process tracking:*

- Meeting or Agreement Result - > Yes
- Assess Progress and Review or Revise IEP
- Date: Today's date
- Click "ADD"
- In the Meeting Information section, Comment area, write a brief summary of the meeting. Click "Save & Return."

**Finalize the IEP**

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

**[Transfer Student: NJ Continued]**

If the parent is not present, send a copy of all meeting paperwork, including the PRISE, to the parent. Attempt to contact the parent to discuss the meeting. If the parent does not respond, the IEP is implemented as written.

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 3 business days of the meeting	Send all original documents to the file room.	
	Within 3 business days of the meeting	Follow up with the parent if he/she was not present.	
	Ongoing	If evaluations are warranted, discuss the status of the evaluation(s) at each Weekly Calibration Meeting.	