

**TO BE COMPLETED BY GUIDANCE AND FORWARDED TO THE SPED OFFICE
IMMEDIATELY UPON ANY CHANGES IN SPED ENROLLMENT.**

Lunenburg County Public Schools

SPECIAL EDUCATION DEPARTMENT

Lunenburg School Board Office

Kenbridge, VA 23944

Telephone: 434-676-2467

FAX 434-676-6167

SPECIAL EDUCATION STUDENT TRANSACTION FORM

The Special Education student below has enrolled/withdrawn/transferred to/from Lunenburg County Public Schools and his/her record should be acted upon accordingly.

Name of Student: _____ Student Testing ID #: _____

Enrollment School: KES CHS VES LMS Grade: _____

Date of Birth: _____ Disability: _____

Parent's Name: _____

Parent's Address: _____

Phone Numbers: (Home) _____ (Work) _____ (Cell) _____

Sp. Ed. Teacher(s) _____

Please mark desired transaction choice below:

Enrolled Withdrawn Transferred to / from: _____

Date Enrolled: _____ Date Withdrawn: _____ Date Transferred: _____

Verified by: _____
Principal or Designee Date

cc: Student Education Record

This form must accompany the current IEP and appropriate student education data when forwarded to the special education office.

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TRANSFER STUDENT INFORMATION & CONSENT FOR PLACEMENT

NAME: _____ DOB: _____

SCHOOL LAST ATTENDED: _____

SCHOOL ADDRESS: _____

TELEPHONE: _____

FAX: _____

DATE OF MOST RECENT ELIGIBILITY: _____ DATE OF MOST RECENT IEP: _____

SPECIAL EDUCATION PROGRAM(S) & RELATED SERVICES?

HAS STUDENT PREVIOUSLY ATTENDED A LUNENBURG COUNTY PUBLIC SCHOOL? Yes No

IF YES, INDICATE THE SCHOOL: KES CHS VES LMS

YEAR(S): FROM: _____ TO: _____

RECOMMENDATION

It is our understanding that your child received special education services in the school he/she most recently attended. Based on all available information, the school division will implement the current IEP. An IEP meeting will be held within 30 days.

PARENT/ADULT STUDENT CONSENT

Indicate your response by checking the appropriate space and sign below.

_____ I **give** permission for this IEP and the placement decision. I have been informed of my rights. I have received a copy of Rights and Procedural Safeguards. I have also received a copy of the Management of Student Records Notice.

_____ I **do not** give permission for this IEP and the placement decision. I have been informed of my rights and have received a copy of Rights and Procedural Safeguards.

Parent/Guardian Signature

Date

Student Signature if Age 18 or Older

Date

Note: Attach a copy of all records furnished by parent/guardian or former school which documents the Students' special education placement in the school system most recently attended.

TRANSFER (SPED) STUDENT REFERRAL PROCEDURES

A disabled Child shall be placed with consent of the parent in a Special Education program consistent with the current IEP during the process of determination of eligibility for Special Education upon transfer from another LEA or another state.

-Board of Education Regulations, p. 37.

TRANSFERS

At the time a transfer student enrolls, the principal of his/her designee shall determine if the student's most recent education placement has been in a special education program.

If it is determined that the student is eligible for placement in a Special Education program, the Principal or his/her designee shall **notify the Director of Special Education immediately by telephone.**

1. Guidance completes the **Special Education Student Transaction Form** & **Transfer Student Information & Consent for Placement** and forwards this information to the Special Education office **IMMEDIATELY**. If there is any delay in developing the IEP, DO NOT hold these forms.
2. Students should be enrolled upon immediate verification the student is a student with a disability.
3. Consent for Placement must be obtained from the Parent/Guardian.
4. The Principal assigns the student to the appropriate class/program, and
5. The Case Manager must Review/Revise the current IEP within 30 days of the student's enrollment.

FOR ALL OUT OF STATE TRANSFERS & IN STATE TRANSFERS WHERE ADDITIONAL INFORMATION IS NEEDED.

The Case Manager in cooperation with the Administration and Guidance must schedule a Team Review for an Evaluation meeting. The team will review all records received and request the additional information/assessments needed before eligibility in the State of VA can be determined. If the team determines

1. Additional information/assessments **are needed**; complete the Team Review for an Evaluation packet and forward to the Special Education office as a Re-evaluation, who will schedule Eligibility.
 - The SPED office will schedule the eligibility meeting upon receipt of the Team Review for Evaluations request.
 - If eligible, the Case Manager will schedule the IEP meeting within 30 days of eligibility and develop a new IEP on Lunenburg County Public Schools forms.
2. Additional information/assessments **are not needed** and the parent is present & agrees, the team may:
 - move to Eligibility (No New Evaluations Needed), complete the Proposal and obtain Consent for both no evaluations needed and for the team's eligibility determination.
 - If eligible, the Case Manager will schedule the IEP meeting within 30 days of eligibility and develop a new IEP on Lunenburg County Public Schools forms.

IEP'S

In all cases the IEP must be reviewed/revise implementing the existing IEP within 30 days of enrollment. For ALL Out of State Transfers and In State needing additional information, a Team Review and Eligibility meeting (s) must be held, and the IEP Team must meet and develop **a new** IEP on Lunenburg County Public Schools forms.

Copies of all documentation required for the procedures above must be forwarded to the SPED office in a timely manner.