

**Guidelines for Enrolling a Special Education Transfer-in Student in a  
Local District**

**BUILDING SECRETARY / GUIDANCE COUNSELOR RESPONSIBILITIES:**

1. A Consent of Immediate Placement of Special Education Student form is completed when a student moves into your district or returns to your district, even if he/she previously attended another school in St. Joseph County.
2. The parent/guardian must complete and sign the **top portion** of the **CONSENT FOR IMMEDIATE PLACEMENT OF SPECIAL EDUCATION STUDENT** and sign a **RELEASE OF INFORMATION**. Review to make sure that one or all of the boxes have been checked for consent.
3. Give parent/guardian a copy of the **Parent Handbook and PAC letter**.
4. Ask the parent/guardian for **WRITTEN verification of previous service**, i.e. a copy of an IEP.
5. If written verification is not available when the student is enrolled, **FAX or call the previous school district for records BEFORE placing the student in special education. Do not** start a student in special education without written or verbal verification or a FAX from the previous school. Verbal verification needs to be followed up with documentation.
6. When eligibility is confirmed, complete and sign the middle and bottom portions of the "Consent for Immediate Placement of Special Education" under "**Verification of Special Education Services**" and "**Special Education Assignment**". **The 30 timeline begins at the date the Special Education Office Assistant receives the form.**
7. **Under "Special Education Assignment"**, write the name of the special education teacher or provider and the type of service including the amount of time, i.e. Jane Doe, Level 3 Teacher, 5-7 hours per week. List all services including Ancillary (Speech, OT, PT, School Social Work, etc.).
8. **Yellow** copy goes to the parent/guardian and send all remaining copies to your ISD Office Assistant. Your Teacher Consultant will assist you with obtaining needed documents from the previous school district.
9. If you have any questions regarding these forms, contact Wendy McCartney, Special Education Office Assistant (467-5415) or the ISD Teacher Consultant.

Note: Speech only transfer-in students are handled by the speech person assigned to your building. Mandy Dodson is the ISD Office Assistant that handles all Speech paperwork.