



## Move-in Students and Transfer Process

- State procedures outline the process for students transferring schools within Iowa and from another state. Procedures are available online at:  
<http://www.iowaidea.org/vnews/display.v/SEC/IEP%7CStatewide%20Special%20Education%20Procedures%3E%3EManual>

### Additional GHAEA Procedures:

- *Out of state students moving in with IEP* – Technically, an out of state IEP can be followed until the due date, but an Iowa IEP should be written as soon as practical (a suggested guideline would be to complete an Iowa IEP within two weeks of the student moving in). If necessary, an interim IEP could be written if there are incomplete records, or if additional information is needed. Students who move in with an IEP from another state would be considered eligible in Iowa, unless an IEP team determines otherwise. If an IEP team is unsure of Iowa eligibility, a reevaluation would be initiated to collect additional data. School/AEA will request records from the sending, out of state district, back to the last available reevaluation. For students who move into a district shortly before the Child Find Count, the Student Change Form would be the method of getting the appropriate information into the IMS system (i.e. the student would be counted, assuming adequate information was on file to support eligibility in Iowa).
- *Students moving location within a district (different classroom, promotion to new grade/building)*, only demographic/roster changes need to be communicated to the AEA Regional Office Secretary. This could be done through the Student Change Form. **No IEP meeting is required in these cases**, because the IEP services will continue as written – only the service provider will change.
- *Students with an IEP changing districts within Iowa* – When a student moves in from another Iowa district, an IEP meeting should be held to review the IEP and to determine if the district can implement the IEP as written or if changes in the IEP will occur. Decisions should be documented in a Prior Written Notice.

- If the district will implement the IEP as written, only demographic/roster changes need to be communicated to the AEA Regional Office Secretary and a Prior Written Notice documents the decision. The Student Change form will also be used to communicate information to the AEA Regional Office Secretary.
- If the district will be providing a program that differs from that described on the previous IEP, then the amendment process would be used on Web IEP. The completed, amendment IEP (including a Prior Written Notice) would be used by the AEA Regional Office Secretary to make all necessary changes in IMS.