

PLACEMENT OF SPECIAL EDUCATION TRANSFER STUDENTS

Dear Parent/Guardian:

Pursuant to the Michigan Department of Education (MDE) Revised Administrative Rules for Special Education, R 340.1722 and the IDEA § 300.323(e) and § 300.323(f) regarding the educational placement of students with disabilities transferring from one public agency to another, the new public agency, in consultation with the parents, must provide FAPE (Free Appropriate Public Education) to the student including services comparable to those described in the student's IEP from the previous public agency.

STUDENTS TRANSFERRING FROM WITHIN THE STATE OF MICHIGAN

- Student with an Individualized Educational Program (IEP) is transferring within Bay-Arenac Intermediate School District (BAISD). This transfer will **not** necessitate a change in the educational program and/or service, therefore a transfer Individualized Educational Planning Team (IEPT) meeting is not needed at this time. The next IEPT meeting will be due on or before the annual review date.
- Student with an IEP is transferring from within Michigan but **outside** BAISD, **OR** the student is transferring from within BAISD and this transfer will necessitate a change in the educational program and/or service. An IEPT meeting will be scheduled and held within 30 school days to review and revise the student's IEP.
- Student with an IEP is returning to school and the records will be reactivated.

STUDENTS TRANSFERRING FROM OUTSIDE THE STATE OF MICHIGAN

- Student with an IEP is transferring into the district from another state. This must be treated as an Initial Referral and IEP. A Review of Existing Evaluation Data (REED) must be completed and a comprehensive Multidisciplinary Evaluation conducted to determine eligibility within the State of Michigan. However, during this time period, the student must be provided with a FAPE, including services that are comparable to those described in the student's IEP from the previous public agency. An IEPT meeting will be scheduled and held within 30 school days.

Effective _____ date _____ last _____ first _____ m.i. _____ primary eligibility _____

_____ birthdate _____ sex _____ ethnicity _____ native language _____ grade _____

will be placed in the _____ special education program and/or service _____ time _____ frequency _____ Rule #340.17 _____

at _____ School and be assigned to the classroom of _____ special education teacher and/or provider

Previous Public Agency Information

_____ School District _____ School Name _____

_____ street address _____ city _____ state _____ zip _____ phone _____

Previous IEP Date: _____ Previous MET Date: _____

Specific portions of records:

Intended use of records:

1. Special Education records, IEPT, & MET report

Appropriate placement and programming

to: _____

School District, Attention: _____ name _____

_____ street address _____ city _____ state _____ zip _____ phone _____

My signature, witnessed here, reflects that I have been consulted regarding the above program/service.

_____ signature of parent/legal guardian _____ relationship to student _____ date _____

_____ signature of administrator _____ date _____



Notice for Provision of Services and Programs

The *Individuals with Disabilities Education Act (IDEA)* mandates that the district provide written notice to the parent when the district proposes to initiate or change the educational placement of the student or the provision of a Free Appropriate Public Education (FAPE) to the student; or when they refuse to initiate or change the educational placement of the student or the provision of a FAPE to the student.

You are receiving this notice for: _____
(student name)

You are receiving this notice because we are offering the provision of a FAPE. The programs and services will begin on _____ and will be located at _____. This proposal is the result of the Individualized Education Program (IEP) team meeting, dated _____, that was convened for the purpose of:

Check one of the following: Annual/Review IEP Reevaluation IEP
Check all others that apply: Change of Placement Suspension/Expulsion Graduation Other: _____
 Transition Change of Eligibility Other: _____

Upon district signature (see bold box below), this notice and the student's IEP constitute the district's offer of a FAPE.

You are receiving this notice because we are offering the provision of a FAPE. This proposal is the result of the Individualized Education Program (IEP) Amendment, dated _____.

You are receiving this notice because your student was found ineligible for special education programs and services at the Individualized Education Program (IEP) team meeting, dated _____ that was convened for the purpose of a reevaluation IEP.

The IEP describes each evaluation procedure, assessment, record, or report used in this offer of a FAPE. In the course of the development of the IEP, other options (e.g., programs and services, supplementary aids and services) considered but not selected were:

Option Considered but Not Selected	Reason Not Selected

No other options were considered.

Other factors that are relevant to the district's proposal or refusal (describe): _____
 There are no other factors that are relevant to the district's proposal or refusal.

If the IEP team has determined that programs and services will be provided in a district other than the student's district of residence:
 The resident district authorizes/authorized the operating district _____ to conduct subsequent IEP team meetings.
 The resident district will conduct subsequent IEP team meetings.

The Procedural Safeguards Notice you received describes protections under the IDEA. The Procedural Safeguards Notice is also available at www.michigan.gov/documents/mde/May09-ProceduralSafeguardsNotice_278611_7.pdf.

The following sources are available to assist you in understanding your rights:

Signature of Superintendent or Designee _____ Date _____

DISTRIBUTION: Original - Central Registry Copy - School File Copy - Parent/Guardian/Surrogate Bay-Arenac ISD August 2010