

**BOARD OF EDUCATION, DISTRICT 148  
DOLTON, COOK COUNTY, ILLINOIS**

**Special Education Transfer in Procedures**

- I. Complete registration for special education students as done for regular education students
- II. IEP must be a part of registration - Special Education students may not be kept out of school for not having an IEP
- III. After registration is completed:
  - A. Notify building LEA Rep. of an IEP student and for placement. The building office secretary will send for records.
  - B. Notify Support Programs of student starting date

**Special Education Transfer Out Procedures**

- I. After receiving notification of student intent to transfer out:
  - A. Complete Illinois State Transfer form for student
  - B. Have parent complete Release of Records form (**must have destination new school/district!**)
  - C. Make copy of IEP for parent, if requested
  - D. Complete cold storage form
    - 1. Indication that all student records are in the file
  - E. Must notify Support Programs that student is transferring out and the last date of attendance
- II. **Send all records to Support Programs - MUST INCLUDE:**
  - A. PRC card completed in ink/typed front and back with specific destination
  - B. Parent Signed Release of Records form
  - C. Complete Illinois State Transfer
  - D. Report Card with attendance
  - E. IEP
  - F. Psychological (if applicable)
  - G. Health File (from Nurse)
  - H. Complete Cold Storage Form

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