

**BOARD OF EDUCATION, DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS**

**Special Education Transfer in Procedures**

- I. If on the registration form, **YES**, is checked in either box, Does your student receive Special Education Services? **and/or** Does the student have an Individualized Education Plan (IEP)? Immediately alert your building administrator and give them a copy of the registration form.
- II. Complete the registration for the special education students as done for the regular education students.
- III. **IEP** should be a part of the registration, however, a student may not be kept out of school or not having a copy of the **IEP**.
- IV. After registration is completed, give to your building administrator. The building administrator will notify Support Programs.

**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
  - D. Complete Cold Storage Transfer Checklist
    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. Completed Cold Storage Transfer Checklist

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