

Student transfers in from out of state and there is evidence (i.e., IEP or Eligibility Report) that the student has a disability

Student should be enrolled in EasyIEP and **should continue to receive comparable IEP services until updated eligibility determination.**

Complete the state's *Reevaluation Summary Review* to review existing evaluation data, which includes current classroom-based observations and input from parent and teacher. **Note: Most transfer students will be treated as a reevaluation. Only when a comprehensive assessment is needed will students be initially evaluated under state of Tennessee criteria.**

On the basis of the review and input from the parents, the IEP/Reevaluation Team determines if any additional assessment is needed to determine whether the student continues to have the disability and whether the student continues to need special education services. *Section V of Reevaluation Summary Review*

**No Additional Assessment is Needed**

- Check appropriate option under No Additional Assessment Needed of RSR
- Sign Eligibility Report
- Develop an IEP if needed
- Input updated student data into EasyIEP

**Additional Assessment is Needed**

- Check appropriate option under YES Additional Assessment Needed of RSR
- Sign Eligibility Report if appropriate
- Develop an IEP
- Input updated student data into EasyIEP

**When a Comprehensive Evaluation is Needed:**

- Obtain Informed Parental Consent to complete evaluation (This evaluation must be completed within 40 school days).
- ***Remember: The out-of-state transfer student should continue to receive comparable IEP services until a final decision is made following the Comprehensive Evaluation***
- Once Completed: Reconvene IEP team and determine continuing eligibility. Update eligibility and IEP in EasyIEP

**Note on pre-referral interventions and progress monitoring for transfer students identified with SLD: It is assumed that the student was not successful with general education interventions in the previous school and required special education services. Therefore, pre-referral interventions and progress monitoring do not have to be completed on an out-of-state transfer student in order to determine continuing eligibility. However, the student's progress with special education interventions must be monitored on a regular basis.**

The procedures for Out of State Transfer students are suggested guidelines from the Tennessee Department of Education. LEA's should work to develop their own procedures based on these guidelines from the TDOE.