

Transfer Procedure Flowchart

When a student with special education services moves from one school to another within the Elkhart Community School District:

The school becomes aware that a special education student’s residence is changing and the receiving school has the special education program at their location.

The school becomes aware that a special education student’s residence is changing and the receiving school does not have the special education program at their location, the teacher of record (TOR) must contact the appropriate special education administrator.

The sending school sends the student’s cumulative folder to the Student services Department.

The special education administrator will:

Recommend an appropriate placement for the student

* Arrange transportation for the student.
* Contact the parent and the receiving school.

Receiving school requests cumulative file and confidential file from the Student Services Department.

In-district transfer: The sending teacher of record (TOR) contacts receiving TOR and sends all TOR records and data to new teacher. If the receiving TOR, does not receive the files from the sending TOR, contact them to obtain the files.

School proceeds with normal enrollment process. Parent/student completes all forms required in the enrollment process. Student is then considered enrolled.