

Children Who Transfer

- **Fort Sam Houston Independent School District
Children Who Transfer Operating Procedures**

What about students who transfer?

If a student is in the process of being evaluated for special education eligibility by another public school district and enrolls in the District before the evaluation is completed, the District will coordinate with the student's previous school district to ensure prompt completion of the initial evaluation. If the student transfers from another public-school district when an initial evaluation is pending, the timelines for conducting the evaluation apply to Fort Sam Houston ISD unless:

- the District is making sufficient progress to ensure a prompt completion of the evaluation; and
- the parent and the District agree to a specific time when the evaluation will be completed.

If a student transfers from another school district in Texas with an Individualized Education Plan (IEP), the District will provide a free appropriate public education to the transfer student by providing services comparable to the services described in the student's IEP from the student's previous school district until:

- the District adopts the student's IEP from the previous school district, or
- the District develops, adopts and implements a new IEP in accordance with the procedures outlined in **Section 3.0: FAPE**.¹

If a student transfers from another state with an IEP, the District will offer services comparable to the services described in the IEP from the sending school district until the District takes the following actions:

- conducts a new full and individual evaluation, as described in **Section 2.0: EVALUATION**, if the Special Education Coordinator/LSSP determines that a new evaluation is necessary; and
- develops, adopts and implements a new IEP, if appropriate, in accordance with the procedures outlined in **Section 3.0: FAPE**.²

Additionally, the District will take reasonable steps to promptly obtain a transfer student's special education and general education records from the sending school district.³

¹ 34 C.F.R. § 300.323(e)

² 34 C.F.R. § 300.323(f)

³ 34 C.F.R. § 300.323(g)

