



STUDENT SERVICES DIVISION Student Education Management Systems

In-State Special Education Transfer Quick Reference Flow Chart in Infinite Campus

Review In-State records to determine which outcome is appropriate for the student. Follow the ap-

Outcome 1

In-State Special Ed. Records Not Available (Suspicion of Disability)

Flow Chart

Release of Information

Contact School for Records

AND

If there is a suspicion of a disability, proceed with a 555

AND

Refer to RTI Team

Outcome 2

In-State Special Ed. Records Available
IEP Decision Options

Decision A

Expired Eligibility and Expired IEP

Decision B

IEP and MDT both current; IEP can be implemented as written, no revision needed

Decision C

IEP and MDT both current; IEP current but revision needed

Decision D

MDT current; IEP available but not current

Decision A Expired Eligibility and Expired IEP

Refer to RTI Team

AND

If there is a suspicion of a disability, proceed with a 555 Decision B
IEP and MDT both current; IEP can be implemented as written, no revision needed.

Data Plan: Dates match the In-State IEP; Complete the education Plan and Enrollment Status editors

Progress Report is completed as a Special Education Form and stapled to the Data Plan; Scan In -State IEP and staple to Data Plan (optional)

OR

IEP With or Without
Transition Plan: Dates match
the In-State IEP –
complete Education Plan,
Goals/Benchmarks,
Supplementary Aids and
Services and Enrollment Status
editors

Progress Report completed in IC

Scan In-State IEP and staple to IEP Plan (optional)

Decision C
IEP and MDT both current;
IEP revision needed.

IEP With or Without Transition
Plan: Meeting Type = Revision
to IEP Dated; Date = Date of NV
IEP; Date of Meeting = Date holding meeting; IEP Services will
Begin = Date Services Begin,
Anticipated Duration of Services
= 1 year minus a day from annual
date, Eligibility Date = Date of NV
Eligibility, Anticipated 3-Yr
Reevaluation Date = 3 years minus one day from NV eligibility
date

Complete Goals/Benchmarks, Supplementary Aides and Services, all other editors needed for revision, and Enrollment Status editors

Progress Report completed in IC

Scan In-State IEP and staple to IEP Plan (optional)

Decision D

MDT current; IEP

available but not current

IEP With or Without Transition Plan: Meeting Type =
Interim IEP; Date of Meeting =
Date holding meeting; IEP Services will Begin = Date Services Begin; Anticipated Duration of Services = 30 calendar days, Eligibility Date = Date of NV Eligibility, Anticipated 3-Yr Reevaluation Date = 3 years minus one day from NV eligibility date

Complete editors necessary for Interim IEP

Progress Report completed in IC

Scan In-State IEP and staple to IEP Plan (optional)