

Transferring a Child While an IEP is Open

(Email communication about this process was emailed in April of 2015):

It has come to our attention that there is still some confusion on how to transfer a child while an amendment, reeval or review is open. Some of this information may apply to some, while others it may not. This is for informational purposes only.

The most common error we are seeing in transferring a kid while an IEP is open, is the changing of the attending building on the Family page to reflect the new building and then using the change provider button on the F page to change the provider to the new service provider.

Grade:

Attending:

Resident:

District:

Language spoken in home: Other language:

Ethnicity: Is the student Hispanic or Latino? Yes, Hispanic/Latino No, not Hispanic/Latino

Who made this determination? The student or parent(s) An IFA or IFA designated caregiver

Race: What is the student's race? (Check all that apply)

American Indian or Alaska Native

Number	Name
0311	A to Z Learn Ctr W 4th
0321	A to Z Learn Ctr/Univ
0335	A-Z Learning Ctr/Donald
0630	Black Hawk County Jail
0072	Black Hawk Buchanan Head Start
0112	Blessed Maria Middle
0133	Blessed Sacrament Preschool
0131	Blessed Sacrament School
0335	Building Bright Beginnings
0230	Bunger Middle School
0218	Carver Academy
0376	Cedar Terrace Learning
0523	Cedar Valley Community
0213	Central Middle
0726	Child Health Specialty Clinic
0114	Columbus High School
7040	Coverant/Allen /Waterloo
0079	CHCC

While technically this will look correct as now the kid would have the correct building on the Family page and the change provider request will put them with the correct teacher, there is a more efficient and easier way to transfer a child while the IEP is open. This way a team rep will be able to transfer ALL of the services and activities, not just one or two at a time.

Instead of using the lookup button next to the attending building on the Family page, you will want to use the look up button next to attending district:

Attending:
District Building

Resident:
District

Domicile:
District Building

This will generate an “Attending District Change Request” as shown below:

Attending District Change Request

Message
 Request to change the attending district of a student with an ACTIVE IOWA IEP.
 Please select the new attending district and building and enter the date the change took place. When the screen is completed, click 'Submit Request'.

Student: Birthdate: Nickname:

Old Attending: Waterloo Elk Run EC School

Date Enrolled:

New Attending:

Reason for Request:

Code	Attending	Provider	New Attending	New Provider
SD0	Waterloo Elk Run EC School	██████████	<input type="text"/>	<input type="text"/> <input type="button" value="L"/> Can't find the staff? <input type="checkbox"/>
SD0	Waterloo Elk Run EC School	██████████	<input type="text"/>	<input type="text"/> <input type="button" value="L"/> Can't find the staff? <input type="checkbox"/>

Now, if the child is transferred while an IEP is open, the staff that were assigned on the F page (and aren't included on the transfer request) will lose access to the IEP once the request is processed. If the staff that lost access still need access, this can easily be solved by having the staff added as a potential service provider. This can be done by a team rep or if the staff member has the Add/Transfer button permissions set up.