

Missouri Division of Special Education Compliance Standards & Indicators

550-Transfer: Out-of-State

Legal Requirement	Indicator	Data Source
SP IV; Fed. Regulations 300.323(f)		
SECTION 1: PROCEDURES APPLICABLE TO ALL OUT-OF-STATE TRANSFERS		
550.10 Enrollment date:	Documentation indicates: 550.10.a. The date (m/d/y) the child enrolled in the agency.	Agency records and student file
550.20 Upon enrollment, agency determines known or suspected disability	Documentation indicates: 550.20.a. The agency has procedures in place to determine if a child has a known or suspected disability at the time of enrollment.	Agency records and student file
550.30 Request for records	To facilitate the transition for a child entering a school from an out-of-state school, the new school in which the child enrolls shall take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents and any other records relating to the provision of special education or related services to the child, from the previous school in which the child was enrolled and the previous school in which the child was enrolled shall take reasonable steps to promptly respond to such request from the new school. Documentation includes: 550.30.a. Date (m/d/y) agency requested records 550.30.b. A specific listing of records requested (e.g., evaluation report, IEP, etc.) 550.30.c. Date(s) (m/d/y) agency received records If <u>NO</u> records received at enrollment, proceed to 550.40. If evaluation report, but no IEP received, proceed to 550.80 If IEP, but no evaluation report, proceed to 550.150. If an evaluation report <u>and</u> IEP are received at enrollment, proceed to 550.200 NOTE (1): An educational agency or institution may disclose personally identifiable information from an education record of a student without consent if the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll. See indicators 110.390-100.400 for specific information pertaining to release of information.	Agency records and student file

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SECTION 2: NO EVALUATION REPORT AND NO IEP RECEIVED AT ENROLLMENT		
<p>550.40 Interviews:</p>	<p>When NO evaluation report or IEP are received at enrollment, but where there is a known or suspected disability (e.g., parent indicates child is in special education, obvious disability, etc.) documentation indicates:</p> <p>550.40.a. Receiving agency interviewed parent or students (age 18+), immediately upon enrollment</p> <p style="text-align: center;">AND</p> <p>550.40.b. Receiving agency interviewed officials of the sending agency immediately upon enrollment</p> <p>Documentation includes:</p> <p>550.40.c. Date of interview(s) (m/d/y)</p> <p>550.40.d. Name(s) and role(s) of individuals interviewed</p> <p>550.40.e. Information gained from interviews (e.g., assessment dates/results, eligibility determination/staffing date, special education and related services, placement, etc.)</p>	<p>Agency records and student file</p>
<p>550.50 Place child in regular education and conduct initial evaluation if appropriate</p>	<p>When an out-of-state transfer child's records are not available to the new public agency at the time of enrollment, and the new public agency is not able to obtain the child's records from the previous public agency, after taking reasonable steps to obtain them, the new public agency is not required to provide services to the child. The new public agency, in consultation with the parent(s), would be unable to determine what constitutes comparable services for the child, since that determination must be based on the services contained in the child's IEP from the previous district.</p> <p>Documentation indicates:</p> <p>550.50.a. The child is placed in regular education</p> <p style="text-align: center;">AND</p> <p>550.50.b. Initial evaluation procedures initiated, if determined necessary</p> <p>NOTE (1): While not required to do so, public agencies may implement comparable services based upon interview information, if there is sufficient reason to suspect the child has a disability and they choose to do so until an initial evaluation can be conducted and an IEP developed, if the child is found eligible.</p> <p>NOTE (2): For initial evaluation procedures, see Indicators 200.30</p> <p>NOTE (3): Because this would be considered an initial evaluation, parental consent is required</p>	<p>Agency records and student file</p>
<p>550.60 Evaluation Results – Child found eligible</p>	<p>At the Conclusion of the evaluation:</p> <p>550.60.a. Documentation indicates the child was found eligible.</p> <p>If child is found eligible according to Missouri eligibility criteria, as stated in the <i>Special Education Compliance</i></p>	<p>Agency records and student file</p>

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	<p><i>Program Review Standards and Indicators Manual</i> – within 30 days of eligibility determination, documentation indicates the new public agency:</p> <p>550.60.b. Convened an IEP team meeting</p> <p>550.60.c. Developed an IEP</p> <p>550.60.d. Obtained parental consent for initial services</p> <p>550.60.e. Implemented IEP</p> <p>NOTE (1): If the evaluation and/or IEP are received from the previous public agency, within 30 days , follow the procedures outlined in Section 5, as appropriate.</p>	
OR		
550.70 Child Ineligible	<p>If child is found ineligible, according to Missouri eligibility criteria as stated in the <i>Special Education Compliance Program Review Standards and Indicators Manual</i>:</p> <p>550.70.a. Documentation indicates the child was found ineligible.</p> <p>550.70.b. The parent was provided with a Notice of Action for Ineligibility</p>	Agency records and student file
SECTION 3: EVALUATION REPORT RECEIVED, <u>NO</u> IEP RECEIVED AT ENROLLMENT		
550.80 Interviews:	<p>When evaluation report is received and NO IEP received at enrollment, documentation indicates:</p> <p>550.80.a. Receiving agency interviewed parent or students (age 18+), immediately upon enrollment</p> <p style="text-align: center;">AND</p> <p>550.80.b. Receiving agency interviewed officials of the sending agency immediately upon enrollment</p> <p>Documentation includes:</p> <p>550.80.c. Date of interview(s) (m/d/y)</p> <p>550.80.d. Name(s) and role(s) of individuals interviewed</p> <p>550.80.e. Information gained from interviews (e.g., assessment dates/results, eligibility determination/staffing date, special education and related services, placement, etc.)</p>	Agency records and student file
550.90 Evaluation report received and reviewed:	<p>Immediately upon enrollment (if after the beginning of the school year) or if enrollment prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to accept or reject it. Documentation indicates:</p> <p>550.90.a. Date of first day of school year (m/d/y)</p> <p>550.90.b. Date evaluation report received (m/d/y)</p> <p>550.90.c. Date evaluation report reviewed (m/d/y)</p>	Agency records and student file

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	<p>550.90.d. Name(s) and role(s) of reviewer(s)</p> <p>NOTE (1): The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.</p> <p>NOTE (2): In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the <i>Special Education Compliance Program review Standards and Indicators Manual</i>.</p>	
<p>550.100 Agency rejects evaluation report and conducts initial evaluation:</p>	<p>Review of the evaluation report indicates information <u>IS NOT</u> sufficient for eligibility determination and/or <u>DOES NOT</u> meet compliance requirements. Documentation indicates:</p> <p>550.100.a. Rejection of the evaluation report</p> <p>550.100.b. Initiation of initial evaluation procedures</p> <p style="text-align: center;">AND</p> <p>550.100.c. Child placed in regular education during evaluation</p> <p>NOTE (1): For initial evaluation procedures, see indicators 200.30</p> <p>NOTE (2): Because this would be considered an initial evaluation, parental consent is required.</p> <p>NOTE (3): While not required to do so, public agencies may implement comparable services based upon interview information, if there is sufficient reason to suspect the child has a disability and they choose to do so until an initial evaluation can be conducted and an IEP developed, if the child is found eligible.</p> <p style="text-align: center;">AND</p>	Agency records and student file
<p>550.110 Evaluation Results: Child Eligible:</p>	<p>At the conclusion of the evaluation:</p> <p>550.110.a. If the child is found eligible, within 30 days of determination of eligibility, the IEP team met to develop an IEP</p> <p style="text-align: center;">OR</p>	Agency records and student file
<p>550.120 Evaluation Results: Child Ineligible:</p>	<p>At the conclusion of the evaluation:</p> <p>550.120.a. If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services.</p> <p style="text-align: center;">OR</p>	Agency records and student file
<p>550.130 Agency accepts evaluation report</p>	<p>Review of the evaluation report indicates information <u>IS</u> sufficient for eligibility determination according to Missouri eligibility criteria, as stated in the <i>Special Education Compliance Program Review Standards and Indicators Manual</i>, and contains <u>ALL</u> requirements for compliance. Documentation indicates:</p> <p>550.130.a. Acceptance of the evaluation report.</p>	Agency records and student file

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AND		
550.140 Develop an IEP	<p>After accepting the evaluation report, when the IEP is not received, documentation indicate the new public agency:</p> <p>550.140.a. Convened an IEP team meeting</p> <p>550.140.b. Developed an IEP</p> <p>550.140.c. Obtained parental consent for initial placement</p> <p>550.140.d. Implemented an IEP</p> <p>NOTE (1): If the IEP from the previous agency is received within 30 days and the district has not yet developed an IEP but has confirmed that the child meets Missouri eligibility criteria,, proceed to Section 5 and follow the IEP procedures. If an IEP has already been developed, review the previous IEP and convene the IEP team to review, revise the current IEP if appropriate.</p>	Agency records and student file
SECTION 4: RECEIVED IEP, BUT NO EVALUATION REPORT		
550.150 IEP Received and Reviewed	If the new public agency receives only an IEP, but no evaluation report at enrollment, the new agency must provide the child with FAPE, including services comparable to those described in the IEP from the previous agency, until the new agency determines whether the child meets Missouri eligibility criteria, as stated in the Special Education Compliance Program Review Standards and Indicators manual and has developed and implemented an IEP. To make that determination, an evaluation report is necessary – either from the previous public agency (received within 30 calendar days), or from an initial evaluation the new public agency conducts.	Agency records and student file
550.160 Comparable Services	<p>Documentation is present as follows:</p> <p>550.160.a. Date of first day of school year (m/d/y)</p> <p>550.160.b. Date IEP received (m/d/y)</p> <p>550.160.c. Date IEP reviewed (m/d/y)</p> <p>550.160.d. Name(s) and role(s) of reviewer(s)</p> <p style="padding-left: 20px;">550.160.d.(1) IEP accepted</p> <p style="padding-left: 20px;">550.160.d.(2) IEP rejected</p> <p>550.160.e. Date comparable services implemented (m/d/y)</p>	Agency records and student file
550.170 Conducts initial evaluation	<p>Conduct initial evaluation</p> <p style="text-align: center;">AND</p>	Agency records and student file
550.180	At the conclusion of the evaluation:	Agency records and

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Evaluation Results: Child Eligible:	<p>550.180.a. Documentation indicators the child was found eligible.</p> <p>550.180.b. If the child is found eligible, within 30 days of determination of eligibility, the IEP team met to develop an IEP</p> <p style="text-align: center;">OR</p>	student file
550.190 Evaluation Results: Child Ineligible:	<p>At the conclusion of the evaluation:</p> <p>550.190.a. If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services.</p> <p>NOTE (1): If the evaluation report from the previous public agency is received within 30 days and the district has not completed an evaluation, follow the procedures for review of the evaluation in Section 5.</p>	Agency records and student file
SECTION 5: EVALUATION REPORT AND IEP RECEIVED AT ENROLLMENT		
550.200 Evaluation report received and reviewed:	<p>Immediately upon enrollment (if after the beginning of the school year) or if enrollment is prior to the beginning of the school year, by the beginning of the school year, the public agency reviewed the evaluation report to determine whether to <u>accept</u> or <u>reject</u> it. Documentation indicates:</p> <p>550.200.a. Date of first day of school year (m/d/y)</p> <p>550.200.b. Date evaluation report received (m/d/y)</p> <p>550.200.c. Date evaluation report reviewed (m/d/y)</p> <p>550.200.d. Name(s) and role(s) of reviewer(s)</p> <p>NOTE (1): The decision to accept or reject the evaluation report is an <u>administrative</u> decision and does not require the participation of the IEP team.</p> <p>NOTE (2): In determining whether the child is eligible, the agency must apply Missouri eligibility criteria as stated in the <i>Special Education Compliance program Review Standards and Indicators Manual</i>, Eligibility Criteria, Documents 600 through 2100.</p>	Agency records and student file
550.210 Agency <u>accepts</u> evaluation report:	<p>Documentation indicates review of the evaluation report information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance.</p> <p>If there is a delay in determining acceptance or rejection of the previous IEP or if the previous IEP is rejected and there is a delay in convening an IEP team meeting to develop a new IEP, documentation is present that:</p> <p>550.210.a. The Public agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previous IEP, until such time as the public agency</p>	Agency records and student file

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	could adopt the previous IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law regulations.	
OR		
550.220 Agency rejects evaluation report	550.220.a. Rejection of evaluation report is documented 550.220.b. Initiation of initial evaluation procedures is documented	Agency records and student file
550.230 Evaluation results: Child Eligible	At the conclusion of the evaluation: 550.230.a. Documentation indicates child was found eligible 550.230.b. If the child is found eligible, within 30 days of determination of eligibility, the IEP team met to develop an IEP.	Agency records and student file
OR		
550.240 Evaluation results: Child Ineligible	At the conclusion of the evaluation: 550.240.a. If child is found ineligible, the parent was provided with a Notice of Action for Ineligibility/Change of Placement and child exited from services.	Agency records and student file
550.250 IEP Reviewed	If the evaluation report was accepted or rejected, documentation is present: 550.250.a. Date IEP received (m/d/y) 550.250.b. Date IEP reviewed (m/d/y) 550.250.c. Name(s) and role(s) of reviewer(s) NOTE (1): The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.	Agency records and student file
550.260 IEP Accepted	Review of the IEP indicates information <u>IS</u> sufficient to accept it. Documentation indicates: 550.260.a. IEP accepted NOTE (1): Acceptance of the IEP means that it can be implemented as written without any revisions. If any parts of it are unacceptable, proceed to indicators used when the IEP is rejected. (550.240)	Agency records and student file
550.270 IEP Rejected	Review of the IEP indicates information <u>IS NOT</u> sufficient to accept it. Documentation indicates: 550.270.a. IEP rejected 550.270.b. IEP team convened to develop new IEP If there is a delay in determining acceptance or rejection of the previous IEP or if the previous IEP is rejected and there is a delay in convening an IEP team meeting to develop a new IEP, documentation is present that:	Agency records and student file

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SP IV; Fed. Regulations 300.323(f)	550.270.c. The Public agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the previous IEP, until such time as the public agency could adopt the previous IEP or convene an IEP team meeting to develop a new IEP that is consistent with Federal and State law regulations.	