

Missouri Office of Special Education Compliance Standards & Indicators

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
SECTION 1: PROCEDURES APPLICABLE TO ALL IN-STATE TRANSFERS: SP (IV); Fed. Regulations 300.323(e)		
500.10 Enrollment date:	Documentation indicates: 500.10.a. The date (m/d/y) the child enrolled in the agency.	Agency records and student file
500.20 Upon enrollment, agency determines known or suspected disability	Documentation indicates: 500.20.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
500.30 Request for records	To facilitate the transition for a child entering a school from another school district in Missouri 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. The previous school shall take reasonable steps to promptly respond to such request from the new school. Documentation includes: 500.30.a. Date (m/d/y) agency requested records 500.30.b. A specific listing of records requested (e.g., evaluation report, IEP, etc.) 500.30.c. Date(s) (m/d/y) agency received records If <u>NO</u> records received at enrollment, proceed to 500.40 If evaluation report, but no IEP received, proceed to 500.90 If IEP, but no evaluation report, proceed to 500.150 If an evaluation report <u>and</u> IEP are received at enrollment, proceed to 500.250 NOTE (1): Even though the parent provides copies of records upon enrollment, Missouri’s Safe Schools Act requires receiving school districts to request records within two (2) business days of enrollment. Sending Missouri districts are required to send records within five (5) business days of receiving a request for records. NOTE (2): 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 100.390-100.400 for specific information pertaining to release of information.	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
SECTION 2: NO EVALUATION REPORT AND NO IEP RECEIVED AT ENROLLMENT		
500.40 Interviews:	<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>500.40.a. Receiving agency interviewed parent or student (age 18+), immediately upon enrollment</p> <p style="text-align: center;">AND</p> <p>500.40.b. Receiving agency interviewed officials of the sending agency immediately upon enrollment</p> <p>Documentation includes:</p> <p>500.40.c. Date of interview(s) (m/d/y)</p> <p>500.40.d. Name(s) and role(s) of individuals interviewed</p> <p>500.40.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
AND		
500.50 Interview information <u>NOT</u> sufficient	<p>When information gained through interviews <u>is not</u> sufficient to reasonably suspect that the child has a disability and to write an IEP and determine placement for special education and related services, documentation indicates:</p> <p>500.50.a. Student placed in regular education classroom</p> <p>500.50.b. Progress monitored</p> <p>500.50.c. Referral for evaluation made if performance indicates a need.</p>	Agency records and student file
OR		
500.60 Interview information <u>IS</u> sufficient:	<p>When information gained through interviews <u>IS</u> sufficient to reasonably suspect that the student has a disability and to write an IEP and determine placement, documentation indicates the public agency, upon review of all interview information, proceeded to:</p> <p>500.60.a. Convene the IEP team</p> <p>500.60.b. Develop and implement an IEP</p> <p>If there was any delay in convening an IEP team to develop and implement an IEP,</p> <p>500.60.c. The Public agency, in consultation with the parent, provided FAPE to the child, including services comparable to those described in the child's IEP from the previous public agency until such time as the public agency adopted the IEP from the previous public agency or developed a new IEP that is consistent with Federal and State regulations.</p>	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
	NOTE (1) If the IEP from the previous public agency is received within 30 days and the district has not yet developed a new IEP, proceed to Section 5 and follow "IEP Reviewed" procedures outlined in indicator 500.280. If IEP has already been developed from interview information, review the previous IEP and, if necessary, convene the IEP team to review, revise the current IEP.	
Current evaluation report received within 30 days		
500.70 Agency accepts evaluation report	<p>If current evaluation report is received within 30 days</p> <p>500.70.a. Agency reviews evaluation report and</p> <p>500.70.b. Agency documents acceptance of the evaluation report.</p> <p>NOTE 1: If agency rejects evaluation report, go to 500.110</p>	Agency records and student file
500.80 If current evaluation report <u>NOT</u> received within 30 calendar days or if the agency rejects evaluation report received within 30 days	<p>For a student with a known or suspected disability, when a current evaluation report <u>IS NOT</u> received within 30 calendar days of the date of enrollment, or the agency rejects an evaluation report received within 30 days, documentation indicates:</p> <p>500.80.a. Reevaluation procedures initiated</p> <p style="text-align: center;">AND</p> <p>500.80.b. If child found eligible at conclusion of reevaluation, within 30 days of eligibility determination an IEP team meeting is held, if necessary, to review and revise the IEP currently being implemented</p> <p style="text-align: center;">OR</p> <p>500.80.c. 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>	Agency records and student file
SECTION 3: EVALUATION REPORT RECEIVED, <u>NO</u> IEP RECEIVED AT ENROLLMENT		

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
500.90 Interviews:	When evaluation report is received and NO IEP received at enrollment, documentation indicates: 500.90.a. Receiving agency interviewed parent or students (age 18+), immediately upon enrollment AND 500.90.b. Receiving agency interviewed officials of the sending agency immediately upon enrollment Documentation includes: 500.90.c. Date of interview(s) (m/d/y) 500.90.d. Name(s) and role(s) of individuals interviewed 500.90.e. Information gained from interviews (e.g., assessment dates/results, eligibility determination/staffing date, special education and related services, placement, etc.)	Agency records and student file
500.100 Evaluation report received and reviewed:	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: 500.100.a. Date of first day of school year (m/d/y) 500.100.b. Date evaluation report received (m/d/y) 500.100.c. Date evaluation report reviewed (m/d/y) 500.100.d. Name(s) and role(s) of reviewer(s) 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.	Agency records and student file
500.110 Agency <u>rejects</u> evaluation report:	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: 500.110.a. Rejection of the evaluation report	Agency records and student file
500.120 Initiates re-evaluation and develop/implement IEP:	If evaluation report <u>not</u> accepted, develop/implement IEP based on interview information and information in the evaluation report: 500.120.a. Public agency initiates reevaluation AND 500.120.b. Convenes IEP team meeting 500.120.c. Develops and implements an IEP based on information from interviews and the evaluation report	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV	AND	
	<p>500.120.d. If child found eligible at conclusion of reevaluation, within 30 days of eligibility determination, an IEP team meeting is held , if necessary, to review and revise the IEP currently being implemented</p> <p>If there is any delay in convening an IEP team meeting to develop a new IEP, and the district was able to gather sufficient information from interviews and the evaluation report, documentation is present that:</p> <p>500.120.e. 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 and regulations.</p> <p style="text-align: center;">OR</p> <p>500.120.f. 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): For reevaluation procedures, see indicators 200.340</p> <p>NOTE (2): In situations when an IEP is developed based on interview information, if the IEP is received from the previous district within 30 days of enrollment, review IEP from the previous district and, if appropriate, convene IEP team to determine if revisions to the current IEP are necessary.</p> <p>NOTE (3): If the IEP is received from the previous district within 30 days of enrollment and district has not developed a new IEP, follow “IEP Reviewed” procedures under Section 5, unless child has been determined ineligible based on a reevaluation.</p> <p>NOTE (4): Parental consent for placement is not required when a child has been receiving special education services under the IDEA in another public agency.</p>	
	OR	
500.130 Agency accepts evaluation report:	<p>Review of the evaluation report indicates information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance. Documentation indicates:</p> <p>500.130.a. Acceptance of the evaluation report</p>	Agency records and student file
500.140 If evaluation report accepted develop and implement IEP:	<p>If evaluation report accepted:</p> <p>500.140.a. Convene an IEP team meeting</p> <p>500.140.b. Develop and implement an IEP based on information from interviews and the evaluation report</p>	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
	<p>If there is any delay in convening an IEP team meeting to develop a new IEP, and the district was able to gather sufficient information from interviews and the evaluation report, documentation is present that:</p> <p>500.140.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 and regulations.</p> <p>NOTE (1): In situations when an IEP is developed based on interview information, if the IEP is received from the previous district within 30 days of enrollment review IEP from the previous district and, if appropriate, convene IEP team to determine if revisions to the current IEP are necessary.</p> <p>NOTE (2): If the IEP is received from the previous district within 30 days of enrollment and district has not developed a new IEP, follow "IEP Reviewed" procedures under Section 5.</p> <p>NOTE (3): Parental consent for placement is not required when a child has been receiving special education services under the IDEA in another public agency.</p>	
SECTION 4: IEP RECEIVED, NO EVALUATION REPORT RECEIVED AT ENROLLMENT.		
500.150 IEP received:	<p>Documentation is present as follows:</p> <p>500.150.a. Date of first day of school year (m/d/y)</p> <p>500.150.b. Date IEP received (m/d/y)</p>	Agency records and student file
500.160 IEP 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 previous IEP to determine whether to accept or reject it. Documentation indicates:</p> <p>500.160.a. Date IEP reviewed (m/d/y)</p> <p>500.160.b. Name(s) and role(s) of reviewer(s)</p> <p>Note 1: The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.</p> <p style="text-align: center;">AND</p>	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
500.170 IEP Accepted:	<p>Review of the IEP indicates information <u>IS</u> sufficient to accept it. Documentation indicates:</p> <p>500.170.a. IEP accepted</p> <p>NOTE: Acceptance of the IEP means that it <u>can be</u> implemented as written without <u>any</u> revisions. If <u>any</u> parts of the IEP are unacceptable, proceed to indicators that are used when the IEP is rejected.</p> <p style="text-align: center;">OR</p>	Agency records and student file
500.180 IEP Rejected:	<p>Review of the IEP indicates information <u>IS NOT</u> sufficient to accept it. Documentation indicates:</p> <p>500.180.a. IEP rejected</p> <p>500.180.b. IEP Team convened to develop new IEP</p>	Agency records and student file
500.190 Public agency implements comparable services in interim:	<p>If there is any delay in determining acceptance or rejection of the previous IEP or if 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>500.190.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 adopted the previous IEP or convened an IEP team meeting to develop a new IEP that is consistent with Federal and State regulations.</p> <p style="text-align: center;">AND</p>	Agency records and student file
500.200 If current evaluation report received within 30 days of enrollment the agency reviews report:	<p>The public agency reviewed the evaluation report to determine whether to accept or reject it. Documentation indicates:</p> <p>500.200.a. Date of first day of school year (m/d/y)</p> <p>500.200.b. Date evaluation report received (m/d/y)</p> <p>500.200.c. Date evaluation report reviewed (m/d/y)</p> <p>500.200.d. Name(s) and role(s) of reviewer(s)</p> <p>NOTE: The decision to accept or reject the evaluation report is an administrative decision and does not require the participation of the IEP team.</p>	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
500.210 Agency <u>rejects</u> evaluation report:	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: 500.210.a. Rejection of the evaluation report 500.210.b. Initiation of reevaluation procedures NOTE (1): For reevaluation procedures, see Indicators 200.340. 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 Manuals</i> . However, the team must also take into consideration any supports and services the child has been or is presently receiving.	Agency records and student file
OR		
500.230 Agency <u>accepts</u> evaluation report:	Review of the evaluation report indicates information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance. Documentation indicates: 500.230.a. Acceptance of the evaluation report	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
<p>500.240</p> <p>If current evaluation report NOT received within 30 calendar days:</p>	<p>For a student with a known or suspected disability, when a current evaluation report IS NOT received within 30 calendar days of the date of enrollment, documentation indicates:</p> <p>500.240.a. Reevaluation procedures initiated</p> <p style="text-align: center;">AND</p> <p>500.240.b. IEP implemented</p> <p style="text-align: center;">AND</p> <p>500.240.c. If child found eligible at conclusion of reevaluation, within 30 days of eligibility determination an IEP team meeting is held, if necessary, to review and revise the IEP currently being implemented</p> <p style="text-align: center;">OR</p> <p>500.240.d. 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>Agency records and student file</p>
SECTION 5: EVALUATION REPORT AND IEP RECEIVED AT ENROLLMENT		
<p>500.250</p> <p>Evaluation report received and reviewed:</p>	<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>500.250.a. Date of first day of school year (m/d/y)</p> <p>500.250.b. Date evaluation report received (m/d/y)</p> <p>500.250.c. Date evaluation report reviewed (m/d/y)</p> <p>500.250.d. Name(s) and role(s) of reviewer(s)</p> <p>NOTE: 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 style="text-align: center;">AND</p>	<p>Agency records and student file</p>

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
500.260 Agency <u>rejects</u> evaluation report:	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: 500.260.a. Rejection of the evaluation report <p style="text-align: center;">AND</p> 500.260.b. Initiation of reevaluation procedures <p style="text-align: center;">AND</p> 500.260.c. IEP implemented NOTE (1): For reevaluation procedures, see 200.340. <p style="text-align: center;">AND</p> At the conclusion of the reevaluation: 500.260.d. If the child is found eligible, within 30 days of determination of eligibility, the IEP team met, if necessary, to review or revise the current IEP. <p style="text-align: center;">OR</p> 500.260.e. 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 style="text-align: center;">OR</p>	Agency records and student file
500.270 Agency <u>accepts</u> evaluation report:	Review of the evaluation report indicates information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance. Documentation indicates: 500.270.a. Acceptance of the evaluation report	Agency records and student file

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
<p>500.280 IEP reviewed:</p>	<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 previous IEP to determine whether to accept or reject it. Documentation indicates:</p> <p>500.280.a. Date IEP reviewed (m/d/y)</p> <p>500.280.b. Name(s) and roles(s) of reviewer(s)</p> <p>Review of the IEP indicates information <u>IS</u> sufficient to accept it. Documentation indicates:</p> <p>500.280.c. IEP accepted</p> <p style="text-align: center;">OR</p> <p>Review of the IEP indicates information <u>IS NOT</u> sufficient to accept it. Documentation indicates:</p> <p>500.280.d. IEP rejected</p> <p>500.280.e. IEP team convened to develop new IEP</p> <p style="text-align: center;">AND</p> <p>If Evaluation Report Rejected</p> <p>500.280.f. Reevaluation initiated</p> <p>500.280.g. Within 30 days of determination of eligibility, the IEP team met, if necessary, to review and revise the IEP</p> <p style="text-align: center;">OR</p> <p>500.280.h. 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): The decision to accept or reject the IEP is an administrative decision and does not require the participation of the IEP team.</p> <p>NOTE (2): Acceptance of the IEP means that it <u>can be</u> implemented as written without <u>any</u> revisions. If <u>any</u> parts of it are unacceptable, proceed to indicators that are used when IEP is rejected.</p>	<p>Agency records and student file</p>

500-Transfer: In-State

Legal Requirement	Indicator	Data Source
SP IV		
<p>500.290 Public agency implements comparable services in interim:</p>	<p>If there is any delay in determining acceptance or rejection of the previous IEP or if 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>500.290.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 adopted the previous IEP or convened an IEP team meeting to develop a new IEP that is consistent with Federal and State law and regulations.</p>	<p>Agency records and student file</p>