

Missouri Office of Special Education Compliance Standards & Indicators

550-Transfer: Out-of-State

Legal Requirement	Indicator	Data Source
SECTION 1: PROCEDURES APPLICABLE TO ALL OUT-OF-STATE TRANSFERS		
<p>550.10 Enrollment date:</p> <p>34 C.F.R. §300.323(f)(g)(1); SP (IV)</p>	<p>Documentation indicates:</p> <p>550.10.a. The date (m/d/y) the child enrolled in the agency.</p>	<p>Agency records and student file</p>
<p>550.20 Upon enrollment, agency determines known or suspected disability:</p> <p>34 C.F.R. §300.323(f)(g)(1); SP (IV)</p>	<p>Documentation indicates:</p> <p>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.</p>	<p>Agency records and student file</p>
<p>550.30 Request for records:</p> <p>34 C.F.R. §300.323(f)(g)(1); SP (IV)</p>	<p>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.</p> <p>Documentation includes:</p> <p>550.30.a. Date (m/d/y) agency requested records</p> <p>550.30.b. A specific listing of records requested (e.g., evaluation report, IEP, etc.)</p> <p>550.30.c. Date(s) (m/d/y) agency received records</p> <p>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</p> <p>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.</p>	<p>Agency records and student file</p>

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SECTION 2: NO EVALUATION REPORT AND NO IEP RECEIVED AT ENROLLMENT		
<p>550.40 Interviews: 34 C.F.R. §300.323(f)(g)(1); SP (IV)</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: 34 C.F.R. §300.323(f); SP (IV)</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>

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<p>550.60 Evaluation Results – Child found eligible:</p> <p>34 C.F.R. §300.323(f); SP (IV)</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 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 550.60.c. Developed an IEP 550.60.d. Obtained parental consent for initial services 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>	<p>Agency records and student file</p>
OR		
<p>550.70 Child Ineligible:</p> <p>34 C.F.R. §300.503; SP (V)</p>	<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. 550.70.b. The parent was provided with Prior Written Notice for Ineligibility</p>	<p>Agency records and student file</p>
SECTION 3: EVALUATION REPORT RECEIVED, NO IEP RECEIVED AT ENROLLMENT		
<p>550.80 Interviews:</p> <p>34 C.F.R. §300.323(f)(g)(1)</p>	<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) 550.80.d. Name(s) and role(s) of individuals interviewed 550.80.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>

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Legal Requirement	Indicator	Data Source
<p>550.90 Evaluation report received and reviewed:</p> <p>34 C.F.R. §300.323(f)(g)(1); SP (IV)</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>550.90.a. Date of first day of school year (m/d/y) 550.90.b. Date evaluation report received (m/d/y) 550.90.c. Date evaluation report reviewed (m/d/y) 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. 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>Agency records and student file</p>
<p>550.100 Agency rejects evaluation report and conducts initial evaluation:</p> <p>34 C.F.R. §300.323(f)(2)(g)(1); SP (IV)</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 550.100.b. Initiation of initial evaluation procedures AND 550.100.c. Child placed in regular education during evaluation</p> <p>NOTE (1): For initial evaluation procedures, see indicators 200.30 NOTE (2): Because this would be considered an initial evaluation, parental consent is required. 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>Agency records and student file</p>
AND		
<p>550.110 Evaluation Results: Child Eligible:</p> <p>34 C.F.R. §300.323(f)(2); SP (IV)</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>Agency records and student file</p>
OR		

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550.120 Evaluation Results: Child Ineligible: 34 C.F.R. §300.503; SP (V)	At the conclusion of the evaluation: 550.120.a. If child is found ineligible, the parent was provided with Prior Written Notice for Ineligibility/Change of Placement and child exited from services.	Agency records and student file
OR		
550.130 Agency accepts evaluation report: 34 C.F.R. §300.323(f); SP (IV)	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: 550.130.a. Acceptance of the evaluation report.	Agency records and student file
AND		
550.140 Develop an IEP: 34 C.F.R. §300.323(f)(2); SP (IV)	After accepting the evaluation report, when the IEP is not received, documentation indicate the new public agency: 550.140.a. Convened an IEP team meeting 550.140.b. Developed an IEP 550.140.c. Obtained parental consent for initial services 550.140.d. Implemented an IEP 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.	Agency records and student file
SECTION 4: RECEIVED IEP, BUT NO EVALUATION REPORT		
550.150 IEP Received and Reviewed: 34 C.F.R. §300.323(f)(g); SP (IV)	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 <i>Special Education Compliance Program Review Standards and Indicators manual</i> 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: 34 C.F.R. §300.323(f); SP (IV)	Documentation is present as follows: 550.160.a. Date of first day of school year (m/d/y) 550.160.b. Date IEP received (m/d/y)	Agency records and student file

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	<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>	
<p>550.170 Conducts initial evaluation: 34 C.F.R. §300.323(f)(1); SP (IV)</p>	Conduct initial evaluation	Agency records and student file
AND		
<p>550.180 Evaluation Results: Child Eligible: 34 C.F.R. §300.323(f); SP (IV)</p>	<p>At the conclusion of the evaluation:</p> <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>	Agency records and student file
OR		
<p>550.190 Evaluation Results: Child Ineligible: 34 C.F.R. §300.503; SP (V)</p>	<p>At the conclusion of the evaluation:</p> <p>550.190.a. If child is found ineligible, the parent was provided with Prior Written Notice 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		
<p>550.200 Evaluation report received and reviewed: 34 C.F.R. §300.323(f); SP (IV)</p>	<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>	Agency records and student file

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	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.	
550.210 Agency accepts evaluation report: 34 C.F.R. §300.323(f); SP (IV)	Documentation indicates review of the evaluation report information <u>IS</u> sufficient for eligibility determination and contains <u>ALL</u> requirements for compliance. 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: 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 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.	Agency records and student file
OR		
550.220 Agency rejects evaluation report: 34 C.F.R. §300.323(f)(1); SP (IV)	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: 34 C.F.R. §300.323(f)(1); SP (IV)	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: 34 C.F.R. §300.503; SP (V)	At the conclusion of the evaluation: 550.240.a. If child is found ineligible, the parent was provided with Prior Written Notice for Ineligibility/Change of Placement and child exited from services.	Agency records and student file
550.250 IEP Reviewed: 34 C.F.R. §300.323(f); SP (IV)	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

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<p>550.260 IEP Accepted: 34 C.F.R. §300.323(f); SP (IV)</p>	<p>Review of the IEP indicates information IS sufficient to accept it. Documentation indicates: 550.260.a. IEP accepted</p> <p>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)</p>	<p>Agency records and student file</p>
<p>550.270 IEP Rejected: 34 C.F.R. §300.323(f)(2); SP (IV)</p>	<p>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</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>550.270.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.</p>	<p>Agency records and student file</p>