



Moving with a SPECIAL NEEDS STUDENT ✓ Checklist ✓

CONTACT YOUR EFMP CASE LIAISON AND YOUR SCHOOL LIAISON:

- ☐ Check in with your EFMP Case Liaison
- ☐ Check in with your School Liaison

CURRENT SCHOOL INFORMATION TO COLLECT:

- ☐ Address, Phone/Fax Numbers and Email Addresses
- ☐ School-based Special Education Leader/Department Chairperson contact information
- ☐ Grade level School Counselor contact information
- ☐ Course Description Book/Grading Scale (if available for 6th grade and above)
- ☐ Provide school you are leaving your child's official withdrawal date

REMINDERS WHEN REGISTERING AT YOUR NEW SCHOOL:

- ★ The new school district (in consultation with the parents) must provide **comparable** services to those described in the child's IEP from the previous school district, until the new school district either:
 1. Adopts the child's IEP from the previous school district; or
 2. Develops, adopts, and implements a new IEP that meets the applicable requirements
- ★ If your student transfers with an **Expired IEP**, be aware that there may be challenges. Your student may be placed in a general education classroom if a copy of the IEP is not provided to the school at the time of registration until documentation and or eligibility can be obtained and or determined.

RECOMMEND ELECTRONIC AND HARD COPY OF THE FOLLOWING DOCUMENTS:

- ☐ Individualized Education Program (IEP)
- ☐ Gifted Individualized Education Program (GIEP)
- ☐ Evaluation and or Assessment Results/Reports
- ☐ Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP), if applicable

TIMELINES:

- ★ When you receive orders/a new duty assignment, check the Annual Review and Triennial date on the IEP. If the Annual Review date is within 30 days after you report to your new installation/base, request that the Annual Review be completed prior your PCS.
- ★ If within 6 months out from your PCS report date and, your student's Triennial/3 Year Evaluation is due, it is recommended that the process be initiated no less than 90 days prior your departure date.
- ★ As a reminder, you can contact the school about scheduling additional IEP meetings at any time. Be sure to document everything!

AGE-RELATED REMINDERS:

- ★ If your student:
 1. Turns 16 during the PCS move, a Transition Plan **MUST** be developed in conjunction with the IEP.
 2. Is turning 17, your student must be advised about their **Age of Majority Rights**.
 3. Is turning 18, your Parent Rights will transfer to your student.
- ★ If within 6 months out from your PCS report date and, your student's Triennial/3 Year Evaluation is due, it is recommended that the process be initiated no less than 90 days prior your departure date.

HOMESCHOOLED STUDENTS WITH SPECIAL NEEDS:

If you are currently homeschooling and now you are considering transitioning your student into a different educational setting, having the following documentation will assist with the transition:

- ☐ A copy of your student's previous school IEP, 504 Plan, Behavior Documentation and/or Disciplinary Record and, assessment/evaluation results/reports
- ☐ A copy of the Homeschool curriculum with course descriptions
- ☐ Evaluation Report or Student Plan (Private School)
- ☐ Report Cards/Grades (Work Samples may be useful)

