Student Records Transfer - Special Education Process (Kentucky)

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Special Education Records Transfer

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When a student transfers from one district to another district within the same state, the receiving district may request existing information from the exiting district. This is done using the Student Locator. Special Education information is an option the receiving district may request.

When a student no longer qualifies for special education services, certain steps must be completed.

The following information details the process the transferring district should do for proper special education records transfer and the process when student exits services within a district.

Special Education Student Transfers to Another District

Enrollment Records

PATH: *Student Information > General > Enrollments > General Enrollment Information*

Modify the General Enrollment Information editor by entering an End Date and the End Status.
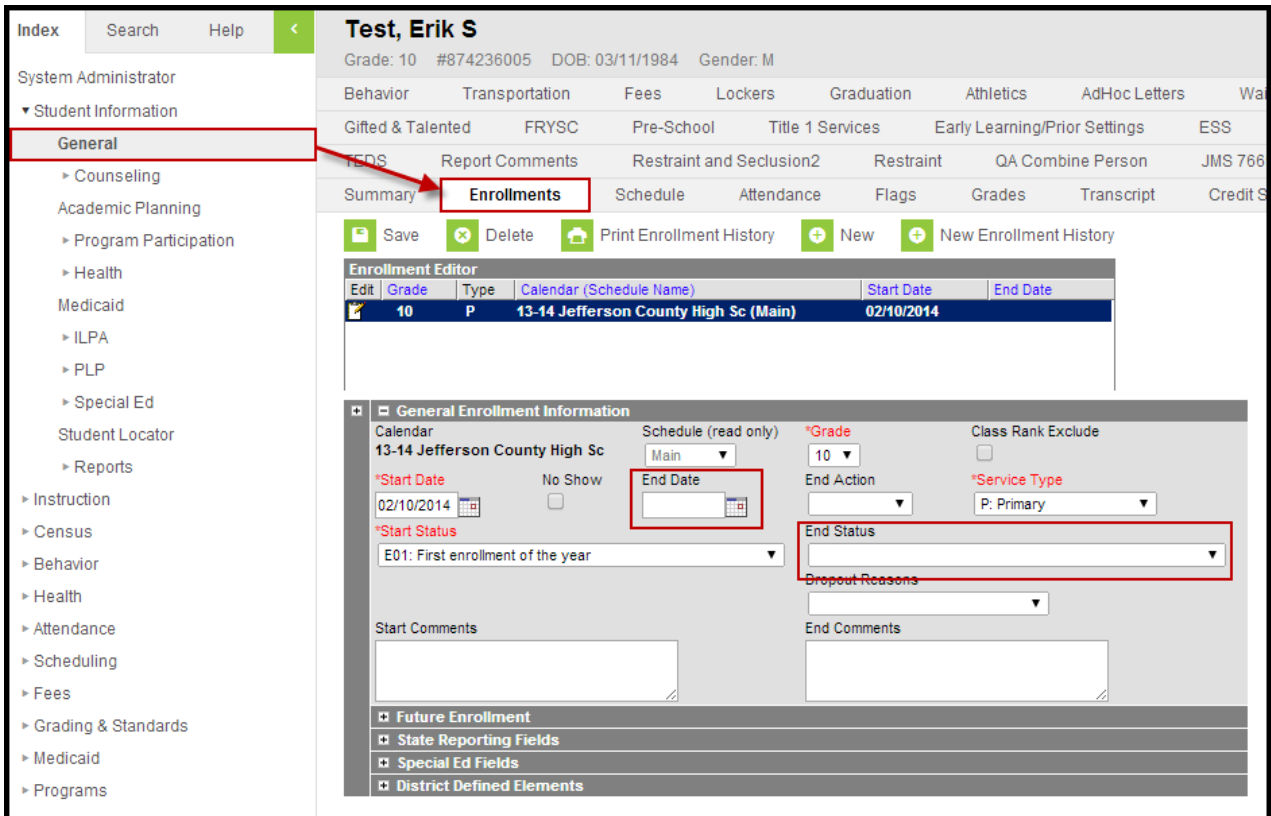
Image 1: General Enrollment Editor - End Date and End Status

Special Ed Enrollment Record

PATH: *Student Information > General > Enrollments > Special Education Fields*

Special Education enrollment information needs to be modified by entering the **Special Education Exit Status, Special Education Exit Date** and the **Special Education Status.**

- The Special Education Status needs to be changed from an active status (i.e., **A: Active, AR: Active/Referred**, etc.) to an inactive status (i.e., **I: Inactive**).
- The Special Education Exit Status should be changed to **06: Moved, Known to Continue** .
- The Special Education Exit Date should be entered as of the last day of enrollment in the district.

Image 2: Special Education Enrollment Editor - Special Education Status, Special Education Exit Status and Special Education Exit Date

Transportation Tab

PATH: *Student Information > General > Transportation*

If the student has a Transportation code of **T5: Special Transported**, enter an End Date for this record.

Image 3: Transportation Tab - Transportation Code and End Date

Team Members Tab

PATH: *Student Information > Special Education > Team Members*

Team members are not automatically ended when a student ends enrollment. A user must manually end all team members when a student transfers to another district. Select the Team Member and enter the **End Date** as the last day the student was enrolled in the district.

Image 4: Special Education Team Member Tab - End Date

When these changes are complete, the plan will need to be locked again, as only locked plans will be included in the records transfer process.

Image 5: Special Education Plan Completed

Open the modified plan from the student's Documents tab. On the Education Plan editor, mark the Plan Completed checkbox and select OK on the warning that appears. Click the Save icon in the action bar. The plan is now locked.

Special Educaton Student No Longer Qualifies for Services and is Released from Special Education

Enrollment Records

PATH: *Student Information > General > Enrollments > General Enrollment Information*

Modify the General Enrollment Information editor by entering an End Date and the End Status.
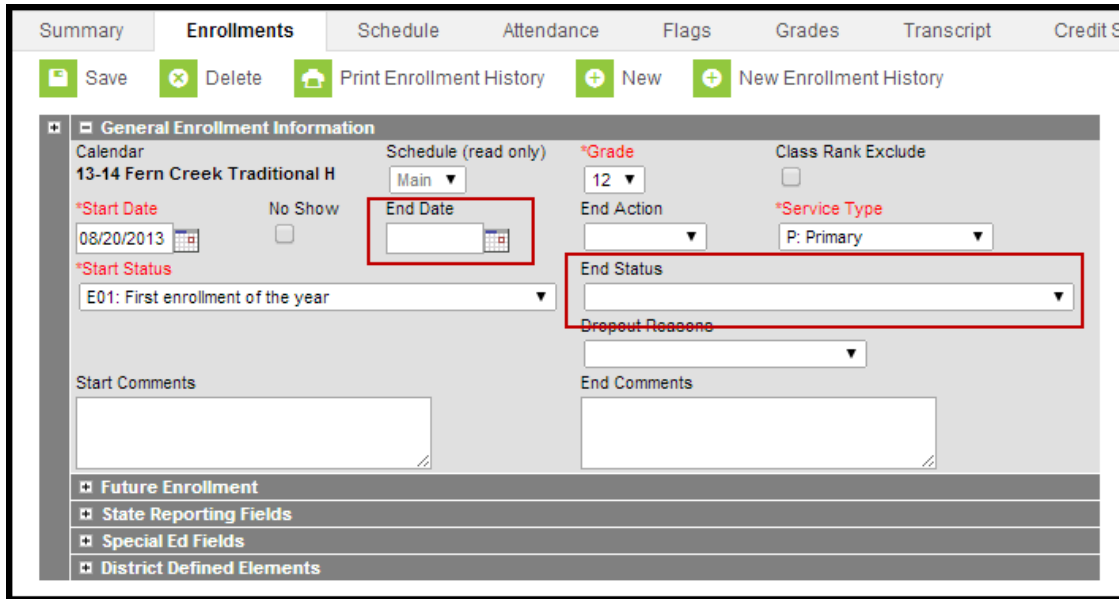

Image 1: General Enrollment Editor - End Date and End Status

Special Education Enrollment Record

PATH: *Student Information > General > Enrollments > Special Education Fields*

Special Education enrollment information needs to be modified by entering the **Special Education Exit Status, Special Education Exit Date** and the **Special Education Status.**

- The Special Education Status needs to be changed from an active status (i.e., **A: Active, AR: Active/Referred**, etc.) to an inactive status (i.e., **I: Inactive**).
- The Special Education Exit Status should be changed to **01: Transferred to Regular Education**.
- The Special Education Exit Date should be entered as of the last day of enrollment in special education programming.

Image 2: Special Education Enrollment Editor - Special Education Status, Special Education Exit Status and Special Education Exit Date

Transportation Tab

PATH: *Student Information > General > Transportation*

If the student has a Transportation code of **T5: Special Transported**, enter an End Date for this record. A new transportation record will need to be added to indicate the student's new transportation code.

Image 3: Transportation Tab - Transportation Code and End Date

Team Members Tab

PATH: *Student Information > Special Education > Team Members*

Team members are not automatically ended when a student ends enrollment. A user must manually end all team members when a student transfers to another district. Select the Team Member and enter the **End Date** as the last day the student was enrolled in the district.
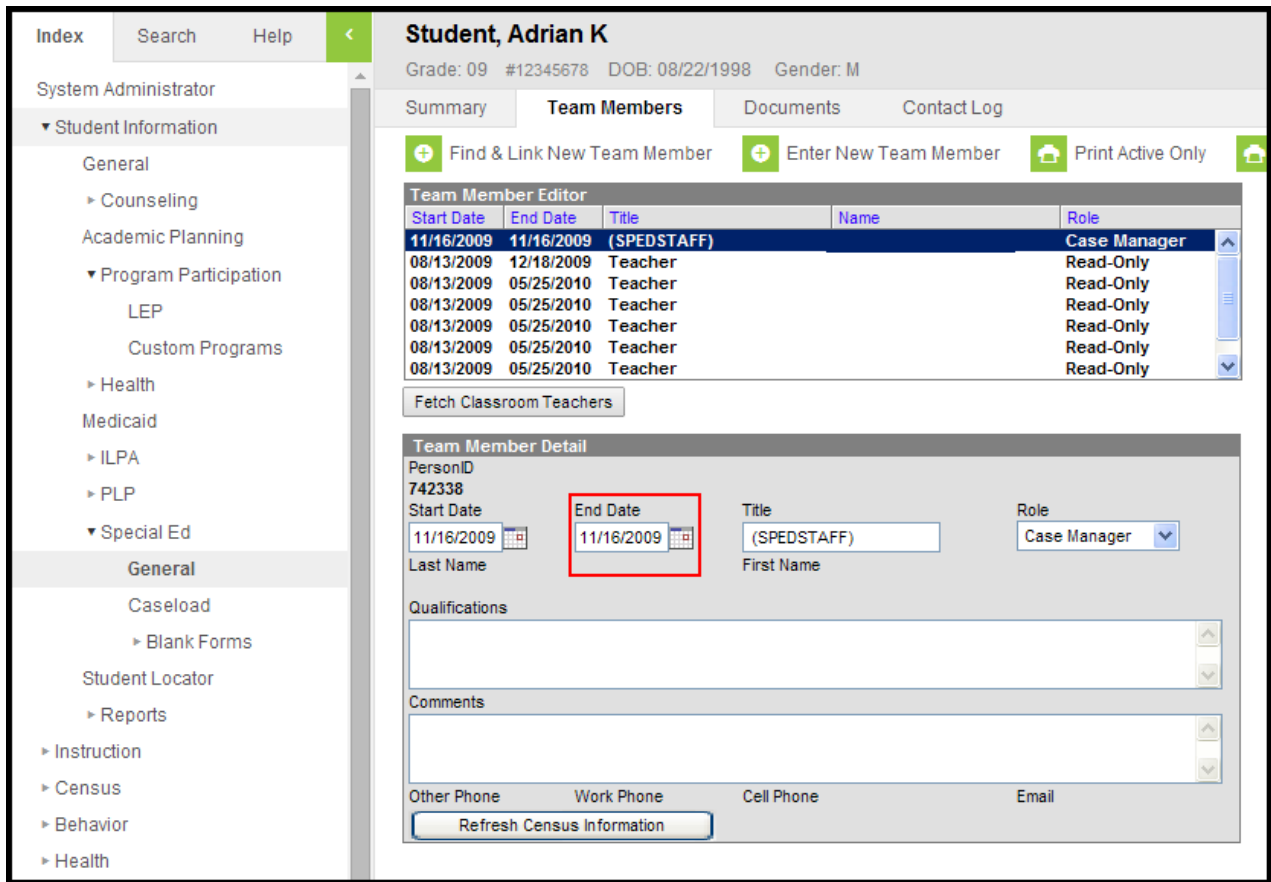

Image 4: Special Education Team Member Tab - End Date

Special Education Documents

When these changes are complete, the plan will need to be locked again, as only locked plans will be included in the records transfer process. This process does not need to be done for students transfering out of the district.
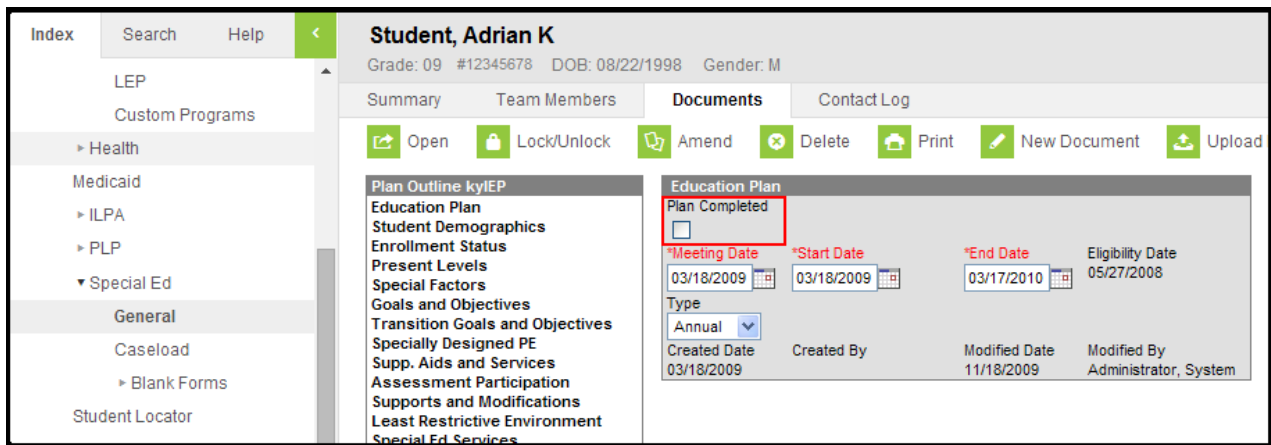
Image 5: Special Education Plan Completed

Open the modified plan from the student's Documents tab. On the Education Plan editor, mark the Plan Completed checkbox and select OK on the warning that appears. Click the Save icon in the action bar. The plan is now locked.