

# Student Records Transfer - Special Education Process (Kentucky)

Last Modified on 12/14/2025 8:45 pm CST

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.

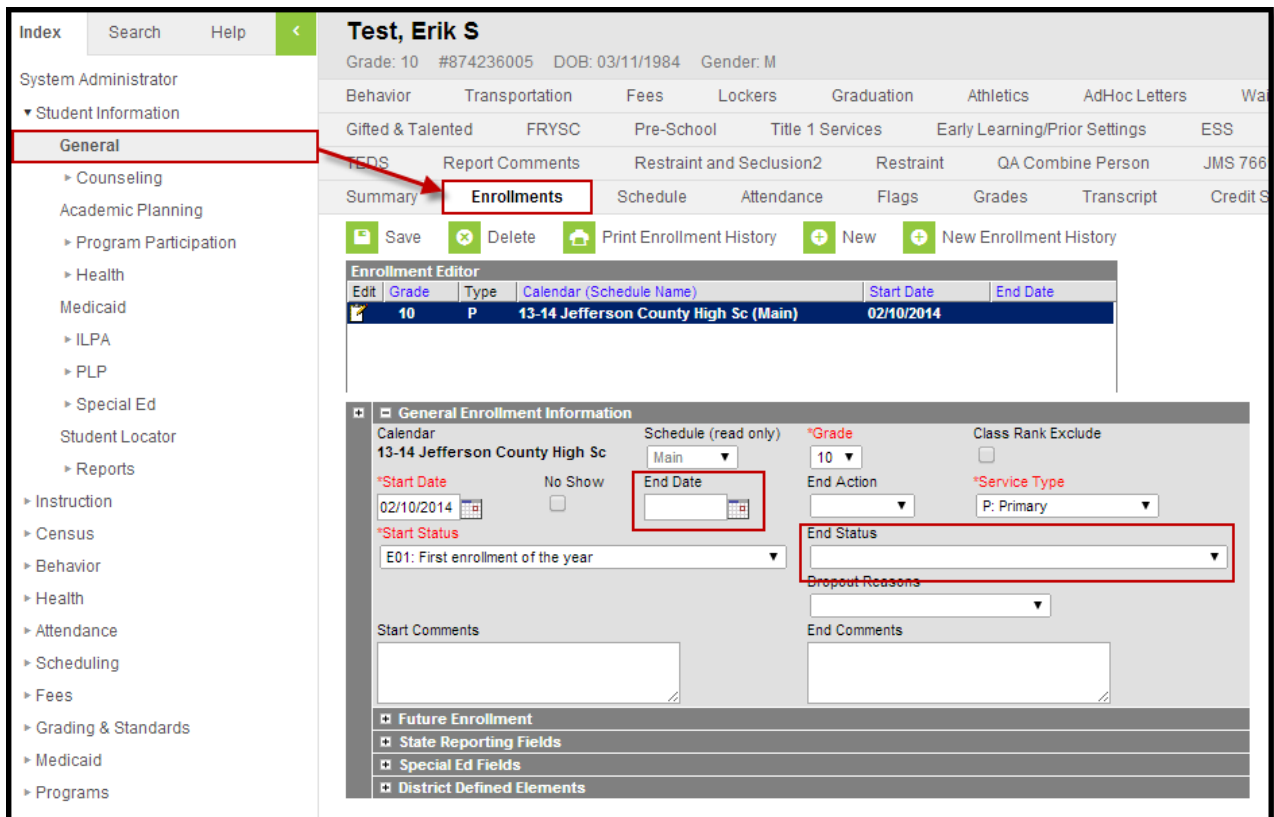
The following information details the process the transferring district should do for proper special education records transfer and the process when student exits services within a district.

## Special Education Student Transfers to Another District

### Enrollment Records

Tool Search: Enrollments

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



The screenshot displays the Infinite Campus Student Records interface. On the left is a sidebar with navigation links. The main content area shows the 'Enrollment Editor' for a student named Erik S. Test. The 'General Enrollment Information' section is expanded, showing fields for Calendar, Schedule, Grade, and End Date. The 'End Date' field is highlighted with a red box. Below it, the 'End Status' dropdown menu is also highlighted with a red box. The 'Start Date' is set to 02/10/2014, and the 'Start Status' is 'E01: First enrollment of the year'. The 'End Action' is set to 'P: Primary'. The 'Dropout Reasons' dropdown is visible below the 'End Status' field.

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

### Special Ed Enrollment Record

## Tool Search: Enrollments

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.

The screenshot displays the 'Enrollment Editor' interface. At the top, there are tabs for Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, and Credit S. Below the tabs are buttons for Save, Delete, Print Enrollment History, New, and New Enrollment History. The 'Enrollment Editor' table has columns for Edit, Grade, Type, Calendar (Schedule Name), Start Date, and End Date. A single record is shown: Grade 10, Type P, 13-14 Jefferson County High Sc (Main), Start Date 02/10/2014. Below the table, the 'Special Ed Fields' section is expanded, showing 'Special Ed Status' set to 'I: Inactive'. The 'Special Ed Exit Status' is set to '01: Transferred to Regular Education'. The 'Special Ed Exit Date' field is empty. Other fields like 'Primary Disability', 'Setting', 'Date Eligible but Refused', and 'Part C ID' are also visible.

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

## Transportation Tab

### Tool Search: Transportation

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

Behavior
Transportation
Fees
Lockers
Graduation
Athletics

New
Save
Delete

Transportation Calendar

| Edit | Calendar                       | Start Date | End Date   |
|------|--------------------------------|------------|------------|
|      | 12-13 Fern Creek Traditional H | 08/21/2012 | 06/05/2013 |
|      | 11-12 FERN CREEK TRADITIONAL H | 01/30/2012 | 05/30/2012 |

Transportation Detail

Calendar  
12-13 Fern Creek Traditional H

\*Start Date  
08/21/2012

In Bus

In Time

In Bus Stop

Late Bus

Transported to Another District  
☐

Transportation Code  
T5: Special Transported

End Date  
06/05/2013

Out Bus

Out Time

Out Bus Stop

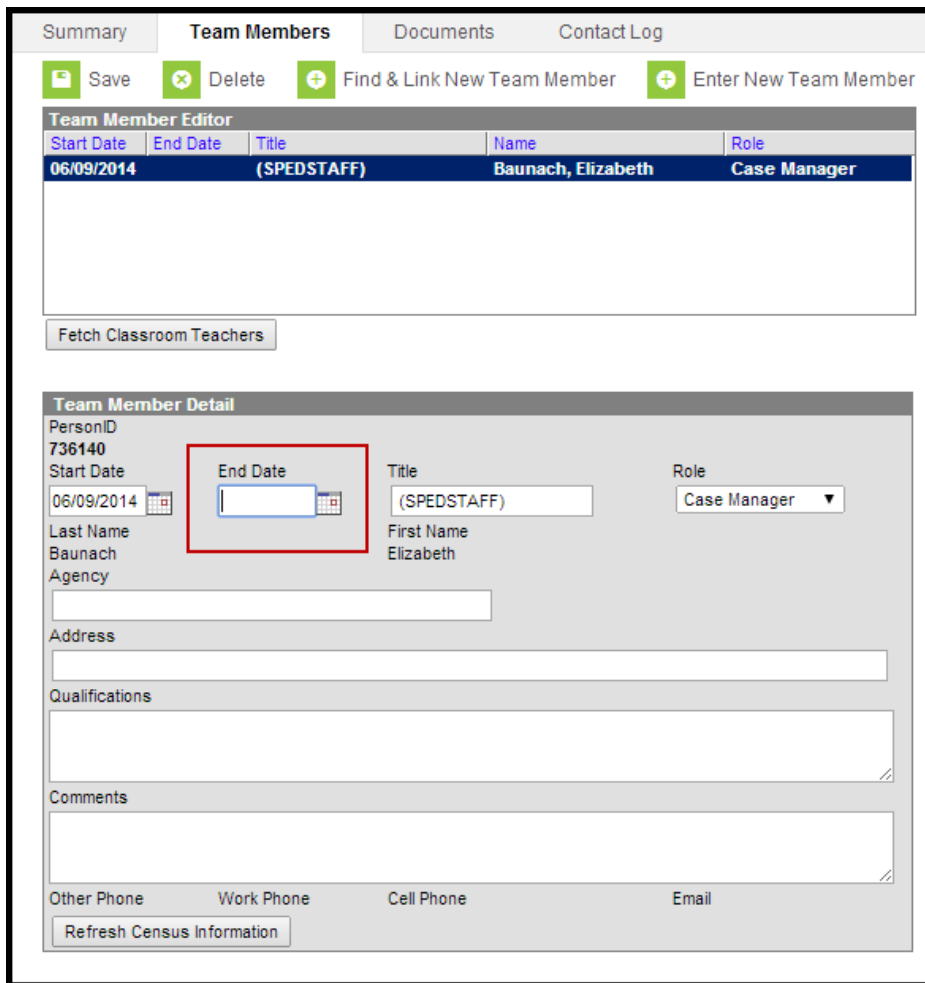
Miles Transported

Image 3: Transportation Tab - Transportation Code and End Date

## Team Members Tab

Tool Search: Special Ed Team Members

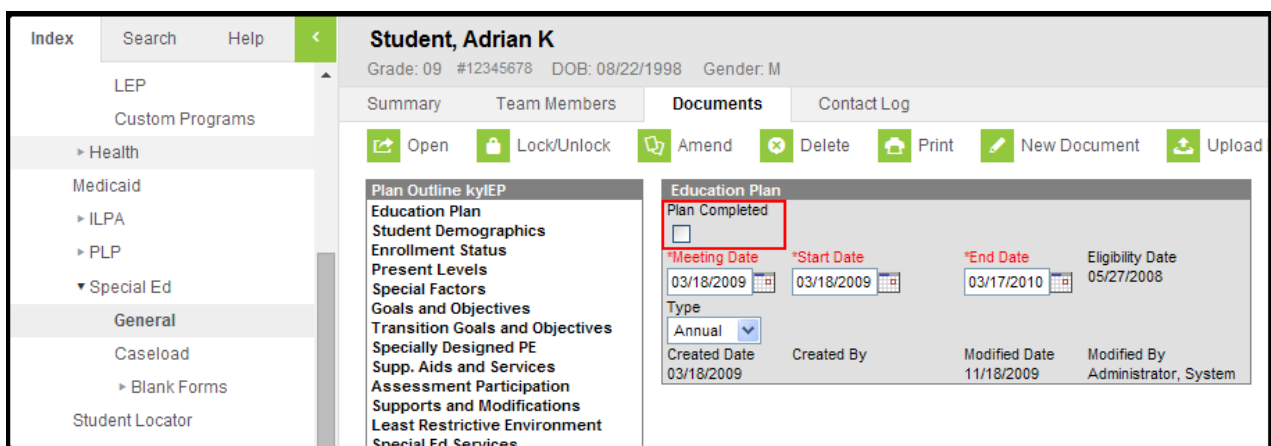
Team members are not automatically ended when a student ends enrollment. A user must manually end all team members when a student transfers to another district. Select the Team Member and enter the **End Date** as the last day the student was enrolled in the district.



The screenshot shows the 'Team Members' tab in the Infinite Campus interface. At the top, there are tabs for 'Summary', 'Team Members', 'Documents', and 'Contact Log'. Below these are buttons for 'Save', 'Delete', 'Find & Link New Team Member', and 'Enter New Team Member'. The 'Team Member Editor' section contains a table with columns: Start Date, End Date, Title, Name, and Role. The first row shows '06/09/2014', '(SPEDSTAFF)', 'Baunach, Elizabeth', and 'Case Manager'. Below this is a 'Fetch Classroom Teachers' button. The 'Team Member Detail' section shows fields for PersonID (736140), Start Date (06/09/2014), End Date (highlighted with a red box), Title ((SPEDSTAFF)), Role (Case Manager), Last Name (Baunach), First Name (Elizabeth), Agency, Address, Qualifications, Comments, Other Phone, Work Phone, Cell Phone, and Email. A 'Refresh Census Information' button is at the bottom.

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.



The screenshot shows the 'Student, Adrian K' page. The left sidebar has a navigation menu with 'Index', 'Search', 'Help', 'LEP', 'Custom Programs', 'Health', 'Medicaid', 'ILPA', 'PLP', 'Special Ed', 'General', 'Caseload', 'Blank Forms', and 'Student Locator'. The main content area has tabs for 'Summary', 'Team Members', 'Documents', and 'Contact Log'. Below these are buttons for 'Open', 'Lock/Unlock', 'Amend', 'Delete', 'Print', 'New Document', and 'Upload'. The 'Education Plan' section shows a 'Plan Completed' checkbox that is checked. Below this are fields for \*Meeting Date (03/18/2009), \*Start Date (03/18/2009), \*End Date (03/17/2010), and Eligibility Date (05/27/2008). The 'Type' dropdown is set to 'Annual'. At the bottom, it shows 'Created Date' (03/18/2009), 'Created By', 'Modified Date' (11/18/2009), and 'Modified By' (Administrator, System).

Image 5: Special Education Plan Completed

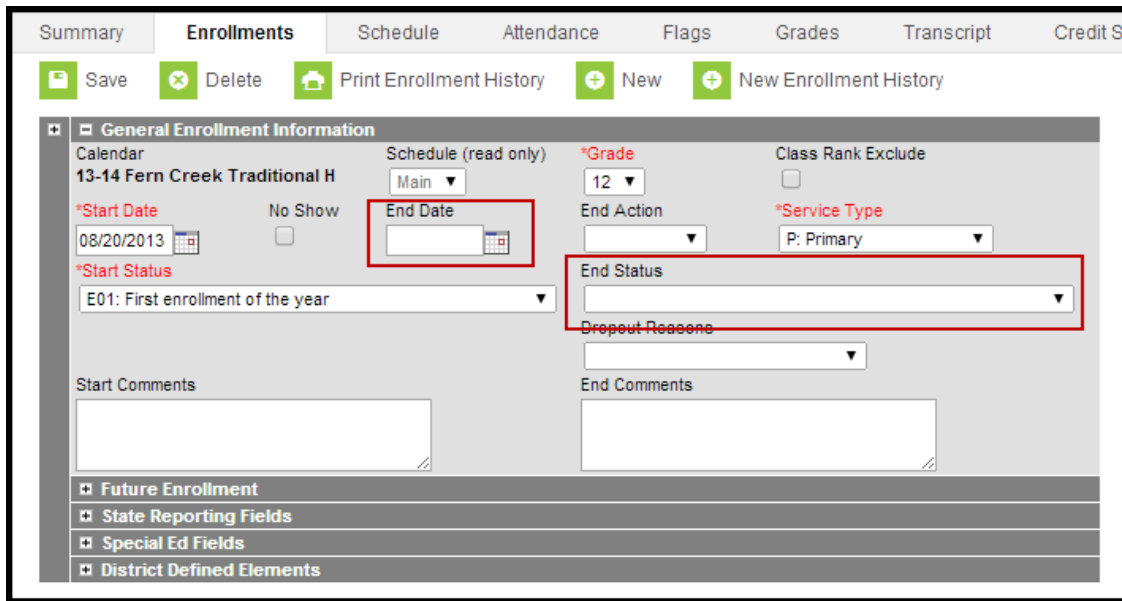
Open the modified plan from the student's Documents tab. On the Education Plan editor, mark the Plan Completed checkbox and select OK on the warning that appears. Click the Save icon in the action bar. The plan is now locked.

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

## Enrollment Records

Tool Search: Enrollments

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



The screenshot shows the 'General Enrollment Information' editor. The 'End Date' field is highlighted with a red box, and the 'End Status' dropdown menu is also highlighted with a red box. The 'Start Date' is set to 08/20/2013, and the 'Start Status' is 'E01: First enrollment of the year'. The 'End Action' is set to 'Main'. The 'Dropout Reasons' dropdown is also visible.

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

## Special Education Enrollment Record

Tool Search: Enrollments

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.

Summary | **Enrollments** | Schedule | Attendance | Flags | Grades | Transcript | Credit Su

Save | Delete | Print Enrollment History | New | New Enrollment History

General Enrollment Information

Future Enrollment

State Reporting Fields

Special Ed Fields

Special Ed Status: Inactive

Primary Disability:

Setting:

Date Eligible but Refused:

PartC ID:

District Defined Elements

Special Ed Exit Status: 01: Transferred to Regular Education

Special Ed Exit Date: 06/06/2014

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

## Transportation Tab

Tool Search: 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.

Behavior | **Transportation** | Fees | Lockers | Graduation | Athletics

New | Save | Delete

Transportation Calendar

| Edit | Calendar                       | Start Date | End Date   |
|------|--------------------------------|------------|------------|
|      | 12-13 Fern Creek Traditional H | 08/21/2012 | 06/05/2013 |
|      | 11-12 FERN CREEK TRADITIONAL H | 01/30/2012 | 05/30/2012 |

Transportation Detail

Calendar: 12-13 Fern Creek Traditional H

\*Start Date: 08/21/2012

In Bus:

In Time:

In Bus Stop:

Late Bus:

Transported to Another District: ☐

Transportation Code: T5: Special Transported

End Date: 06/05/2013

Out Bus:

Out Time:

Out Bus Stop:

Miles Transported:

Image 3: Transportation Tab - Transportation Code and End Date

## Team Members Tab

Tool Search: Special Ed 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.

The screenshot shows the 'Student, Adrian K' profile page. The 'Team Members' tab is selected. The 'Team Member Editor' table lists team members with their start and end dates. The 'End Date' for the selected team member is highlighted with a red box.

| Start Date | End Date   | Title       | Name | Role         |
|------------|------------|-------------|------|--------------|
| 11/16/2009 | 11/16/2009 | (SPEDSTAFF) |      | Case Manager |
| 08/13/2009 | 12/18/2009 | Teacher     |      | Read-Only    |
| 08/13/2009 | 05/25/2010 | Teacher     |      | Read-Only    |
| 08/13/2009 | 05/25/2010 | Teacher     |      | Read-Only    |
| 08/13/2009 | 05/25/2010 | Teacher     |      | Read-Only    |
| 08/13/2009 | 05/25/2010 | Teacher     |      | Read-Only    |
| 08/13/2009 | 05/25/2010 | Teacher     |      | Read-Only    |

Team Member Detail

PersonID: 742338

Start Date: 11/16/2009

End Date: 11/16/2009

Title: (SPEDSTAFF)

Role: Case Manager

Qualifications:

Comments:

Other Phone: Work Phone: Cell Phone: Email:

Refresh Census Information

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 transferring out of the district.

Only the most recent Locked IEP and Evaluation plans will be sent through records transfer as editable plan types. The rest of the students' locked special ed documents will come over as read-only PDF documents. Those read-only PDF documents will all be imported into the calendar year based on the date they were imported, and the Locked IEP and Evaluation plans will be imported based on the dates of those plans.

Index
Search
Help

LEP
Custom Programs

Health

Medicaid

ILPA

PLP

Special Ed

General

Caseload

Blank Forms

Student Locator

Student, Adrian K

Grade: 09 #12345678 DOB: 08/22/1998 Gender: M

Summary
Team Members
Documents
Contact Log

Open
Lock/Unlock
Amend
Delete
Print
New Document
Upload

Plan Outline kyleP

Education Plan
Student Demographics
Enrollment Status
Present Levels
Special Factors
Goals and Objectives
Transition Goals and Objectives
Specially Designed PE
Supp. Aids and Services
Assessment Participation
Supports and Modifications
Least Restrictive Environment
Special Ed Services

Education Plan

Plan Completed

\*Meeting Date
03/18/2009

\*Start Date
03/18/2009

\*End Date
03/17/2010

Eligibility Date
05/27/2008

Type
Annual

Created Date
03/18/2009

Created By

Modified Date
11/18/2009

Modified By
Administrator, System

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.

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