

Student Records Transfer - Special Education Process (Kentucky)

Last Modified on 02/18/2025 1:46 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.

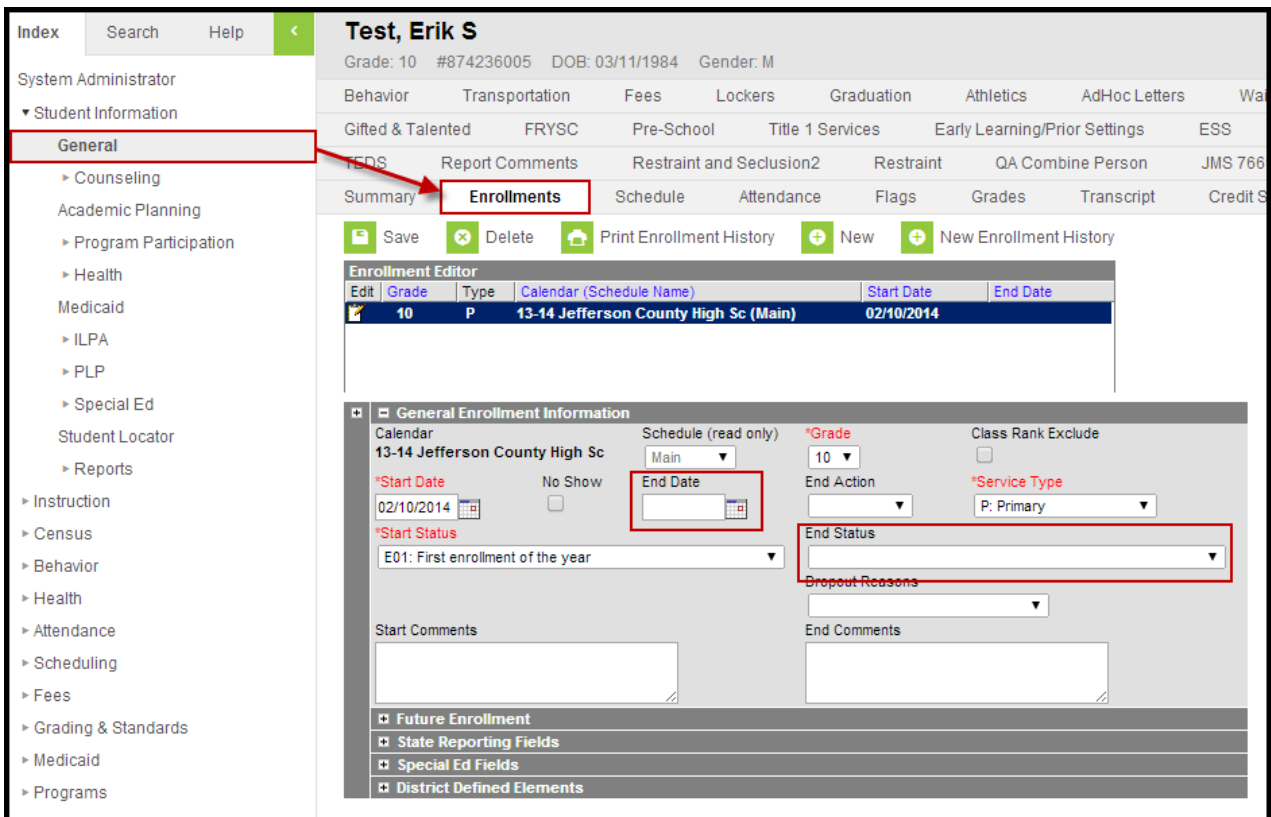


Image 1: General Enrollment Editor - End Date and End Status

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.

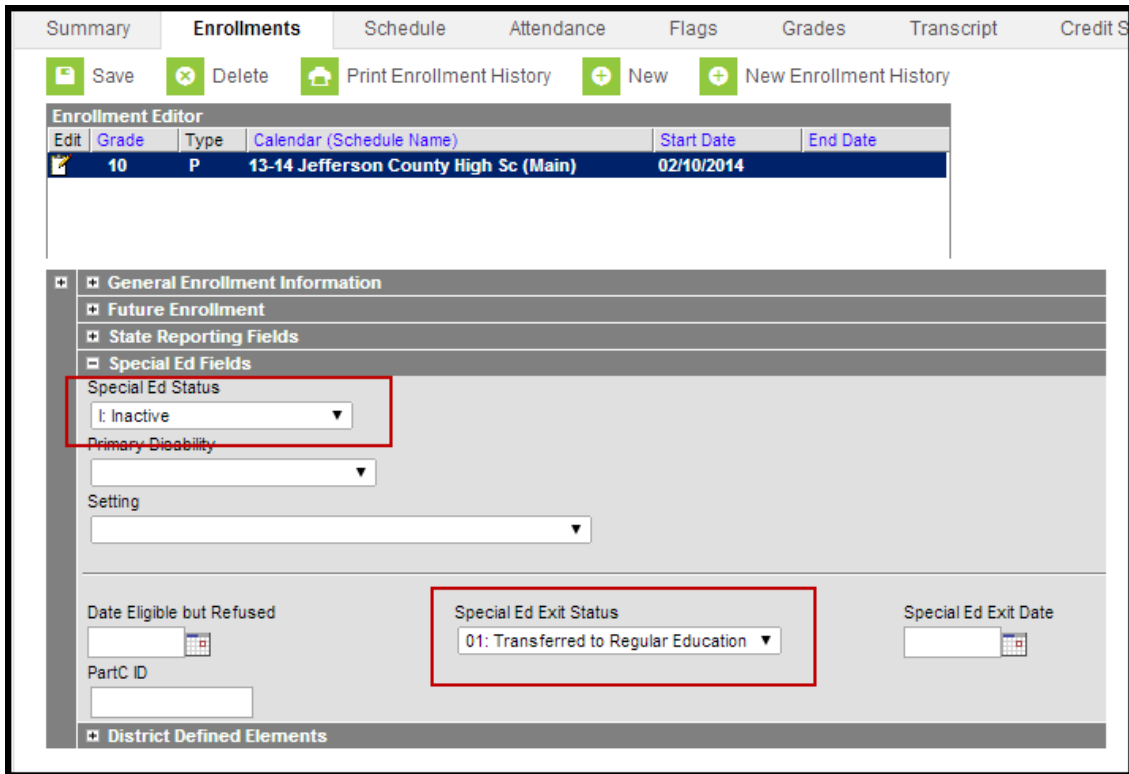


Image 2: Special Education Enrollment Editor - Special Education Status, Special Education Exit Status and Special Education Exit Date

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 navigation tabs: 'Summary', 'Team Members', 'Documents', and 'Contact Log'. Below these are action buttons: 'Save', 'Delete', 'Find & Link New Team Member', and 'Enter New Team Member'. The main area is titled 'Team Member Editor' and contains a table with the following data:

Start Date	End Date	Title	Name	Role
06/09/2014		(SPEDSTAFF)	Baunach, Elizabeth	Case Manager

Below the table is a 'Fetch Classroom Teachers' button. The 'Team Member Detail' section below contains fields for PersonID (736140), Start Date (06/09/2014), End Date (highlighted in red), Title ((SPEDSTAFF)), and Role (Case Manager). Other fields include Last Name (Baunach), First Name (Elizabeth), Agency, Address, Qualifications, Comments, and phone numbers.

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 contains a navigation menu with categories like LEP, Health, Medicaid, ILPA, PLP, and Special Ed. The main content area has tabs for 'Summary', 'Team Members', 'Documents', and 'Contact Log'. The 'Documents' tab is active, showing an 'Education Plan' section. The 'Plan Completed' checkbox is checked and highlighted in red. 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 is set to 'Annual'. The Created Date is 03/18/2009, and the Modified Date is 11/18/2009.

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.

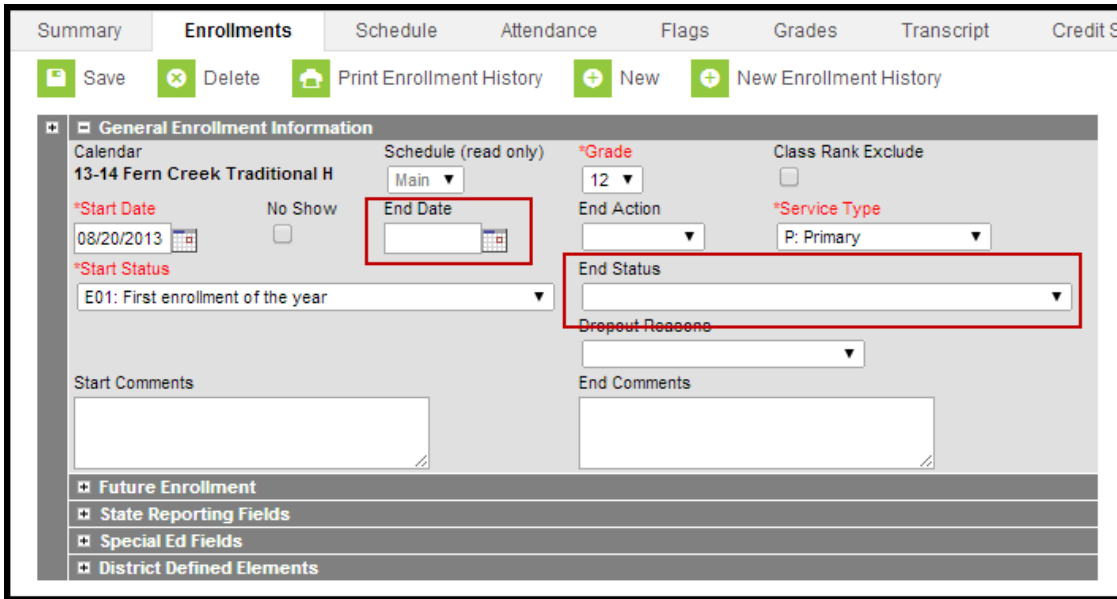


Image 1: General Enrollment Editor - End Date and End Status

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.

The screenshot shows the 'Special Ed Fields' section of the 'Enrollments' tab. The 'Special Ed Status' dropdown is set to 'Inactive'. The 'Special Ed Exit Status' dropdown is set to '01: Transferred to Regular Education'. The 'Special Ed Exit Date' is set to '06/06/2014'. Other fields include 'Primary Disability', 'Setting', 'Date Eligible but Refused', and 'Part C ID'.

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.

The screenshot shows the 'Transportation' tab with a 'Transportation Calendar' table and a 'Transportation Detail' form. The table lists two records for '12-13 Fern Creek Traditional H' and '11-12 FERN CREEK TRADITIONAL H'. The detail form for the first record shows a 'Transportation Code' of 'T5: Special Transported' and an 'End Date' of '06/05/2013'.

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
 Transportation Code: T5: Special Transported
 End Date: 06/05/2013

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 active. Below the 'Team Member Editor' table, the 'Team Member Detail' section is visible. The 'End Date' field 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.

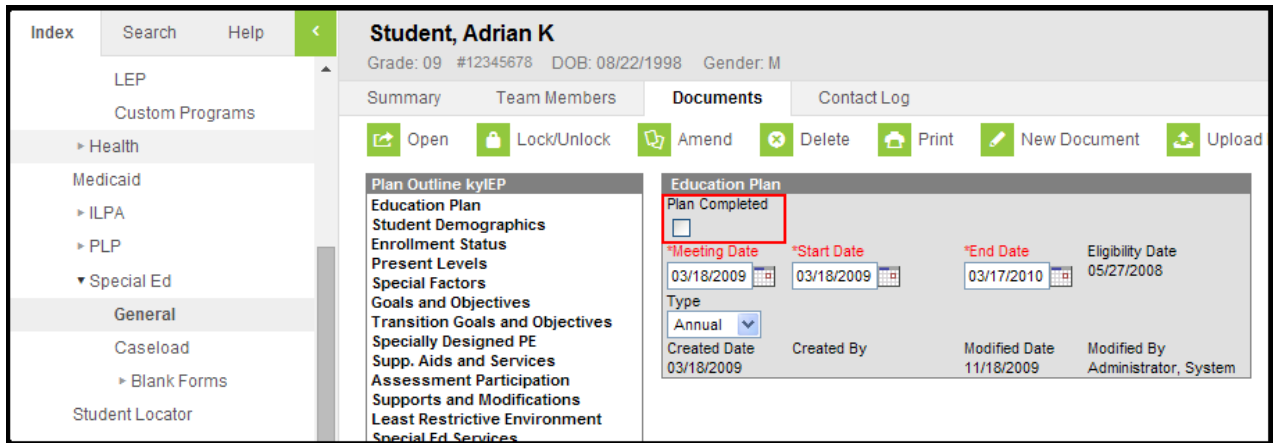


Image 5: Special Education Plan Completed

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.