

# Student Records Transfer - Special Education Process (Kentucky)

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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**

Tool Search: Enrollments

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

Index	Search	Help <	Test, Eri	k S								
System A	Administrator		Grade: 10 #	\$874236005	DOB: 03/1	11/1984 (	Gender: M					
• Studen	at Information		Behavior	Transportat	ion	Fees	Lockers	Grad	uation	Athletics	AdHoc Letters	Wai
Gar	acrol		Gifted & Tale	nted FR'	YSC	Pre-Scho	ol Titl	e 1 Service	es	Early Learning/P	Prior Settings	ESS
Ger			TEDS	Report Comm	ents	Restraint	and Seclusi	on2	Restrair	nt QA Corr	nbine Person	JMS 766
▶ (	Jounseling		Summary	Enrollment	t <b>s</b> S	Schedule	Attenda	ince	Flags	Grades	Transcript	Credit S
Aca	ademic Planning											
►P	Program Participa	ation	Save	S Delete	Pri	nt Enrollme	nt History	+ Nev	v 🕂	New Enrollmen	it History	
►H	lealth		Enrollment E	ditor	ndar (Scha	dule Name)			Start Data	End Date		
Mee	dicaid		10	P 13-14	Jefferso	n County H	igh Sc (Main	)	02/10/2014	4		
► IL	LPA											
►P	PLP											
► S	pecial Ed		🔳 🗖 Gener	al Enrollment I	nformatio	n						
Stu	dent Locator		Calendar		Wash Ca	Schedule	(read only)	*Grade		Class Rank E	Exclude	
►R	Reports		13-14 Jen	rerson County	High Sc	Main	•	10 V	_	Caraliza Torr	_	
► Instruc	tion		02/10/201	4 1		End Date		End Actio	•	P: Primary	·c	
► Censu	IS		*Start Stat	us				End Statu	S		'	
► Behavi	ior		E01: Firs	t enrollment of th	e year		•		-			•
► Health								- Bropout F	leasons	•		
► Attenda	ance		Start Com	nents				End Com	nents			
▶ Sched	uling											
► Fees						- 11						
► Gradin	ig & Standards		I Future	Enrollment								
▶ Medica	aid		State	Reporting Field	S							
► Progra	ims		Distric	t Defined Elem	ents							

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.

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit S
Save	😣 Delete 🔒	Print Enrollmen	t History 😛	New 🕂 N	ew Enrollment	History	
Enrollment E	ditor	-					
Edit Grade	Type Calendar (	Schedule Name)		Start Date	End Date		
10	P 13-14 Jeff	erson County Hig	h Sc (Main)	02/10/2014			
I Gener	al Enrollment Inform	nation				1	
E Future	Enrollment						
State	Reporting Fields						
Specia	al Ed Fields						
Special E	d Status						
I: Inactiv	e	•					
Primary D	ieability						
		•					
Setting			-				
			•				
Date Eligit	ble but Refused	Spe	ecial Ed Exit Status			Special Ed Exit D	ate
		0	1: Transferred to Re	gular Education	•		
PartC ID				-	_		
<b>T</b> Distric	t Defined Elements						
- Distric	A Bonned Elements						

*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	Transporta	ation	Fees	Lockers	Gradu	uation	Athletic
+ New	Save	😣 De	lete				
Transportati	ion Calendar						
Edit Calenda	ar			Start Dat	e	End Date	
7 12-13	Fern Creek Trac	ditional H		08/21/2	012	06/05/2013	}
7 11-12	FERN CREEK TR	RADITIONA	AL H	01/30/2	012	05/30/2012	2
Transportat Calendar 12-13 Fern Ci	ion Detail reek Tradition	al H	ransportation ( T5: Special Tra nd Date	Code ansported ▼			
Transportat Calendar 12-13 Fern Cl *Start Date 08/21/2012	ion Detail reek Tradition	ial H	ransportation ( T5: Special Tr nd Date 6/05/2013	Code ansported <b>v</b>			
Transportat Calendar 12-13 Fern Co *Start Date 08/21/2012	ion Detail reek Tradition	al H	ransportation T5: Special Tr nd Date 6/05/2013	Code ansported <b>v</b>			
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Transportat Calendar 12-13 Fern Ci *Start Date 08/21/2012	ion Detail reek Tradition		ransportation T5: Special Tr. nd Date 6/05/2013 wt Bus vt Bus vt Time	Code ansported ▼			
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Transportat Calendar 12-13 Fern Cl *Start Date 08/21/2012 In Bus In Time In Bus Stop Late Bus	ion Detail reek Tradition	al H	ransportation T5: Special Tr nd Date 6/05/2013 ut Rus vut Rus ut Rus ut Bus Stop illes Transport	Code ansported ▼			

Image 3: Transportation Tab - Transportation Code and End Date

#### **Team Members Tab**

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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.

Summary	Team	Members	Document	s Contact	Log
Save	😣 Del	lete 🕂	Find & Link New	Team Member	Enter New Team Mer
Team Mem	ber Editor				
Start Date	End Date	Title		Name	Role
06/09/2014		(SPEDSTA	FF)	Baunach, Elizab	eth Case Manager
Fetch Class	room Teach	ers			
Team Mem	ber Detail				
PersonID 736140			_		
Start Date	En	d Date	Title		Role
06/09/2014			(SPEDSTAF	F)	Case Manager 🔻
06/09/2014 Last Name		-	(SPEDSTAF First Name	F)	Case Manager 🔻
06/09/2014 Last Name Baunach			(SPEDSTAF First Name Elizabeth	F)	Case Manager 🔻
06/09/2014 Last Name Baunach Agency			(SPEDSTAF First Name Elizabeth	<sup>:F)</sup>	Case Manager ▼
06/09/2014 Last Name Baunach Agency			(SPEDSTAF First Name Elizabeth	F)	Case Manager ▼
06/09/2014 Last Name Baunach Agency Address			(SPEDSTAF First Name Elizabeth	]	Case Manager ▼
06/09/2014 Last Name Baunach Agency Address			(SPEDSTAF First Name Elizabeth	]	Case Manager 🔻
06/09/2014 Last Name Baunach Agency Address Qualifications			(SPEDSTAF First Name Elizabeth	F)	Case Manager 🔻
06/09/2014 Last Name Baunach Agency Address Qualifications			(SPEDSTAF First Name Elizabeth	F)	Case Manager 🔻
06/09/2014 Last Name Baunach Agency Address Qualifications			(SPEDSTAF First Name Elizabeth	F)	Case Manager 🔻
06/09/2014 Last Name Baunach Agency Address Qualifications			(SPEDSTAF First Name Elizabeth	F)	Case Manager 🔻
06/09/2014 Last Name Baunach Agency Address Qualifications Comments			(SPEDSTAF First Name Elizabeth	]	Case Manager V
06/09/2014 Last Name Baunach Agency Address Qualifications			(SPEDSTAF First Name Elizabeth	F)	Case Manager

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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**

Tool Search: Enrollments

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

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit S
Save	😣 Delete 👩	Print Enrollmer	nt History 🕀	New 🕀	New Enrollmen	t History	
🗉 🖬 Gener	ral Enrollment Inforn	nation					
Calendar 13-14 Fer	rn Creek Traditional	Schedule ( Main ▼	read only) *Gra 12	de T	Class Rank E	xclude	
*Start Dat	e No Sho	w End Date	End	Action	*Service Typ	e	
08/20/201	13 🛅 🗌		<b>T•</b>	•	P: Primary	•	
*Start Stat	tus		End	Status			
E01: Firs	t enrollment of the yea	r	•				•
			L_Dref	eut Reasons			
					•		
Start Com	ments		End	Comments			
						4	
I Future	e Enrollment						
I State	Reporting Fields						
I Speci	al Ed Fields						
🔳 Distri	ct Defined Elements						

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 S
Save	😣 Delete 🧧	Print Enrollme	nt History 😛 N	ew 🕂 I	New Enrollmer	nt History	
🖩 🖩 Gene	ral Enrollment Infor	mation					
III Futur	e Enrollment						
E State	Reporting Fields						
Special E	al Ed Fields				_		
l: Inacti	/4	•					
Bringer	Negitilio	· .					
Prindry L	Joadomy	•					
Setting		-					
Jouing			•				
			•				
Date Eligi	ible but Refused	Sp	ecial Ed Exit Status			Special Ed Exit D	ate
			1: Transferred to Reg	ular Education	•	06/06/2014	
PartC 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.

Behavior	Transportation	n	Fees	Loc	kers	Gradu	ation	Athletics
🕂 New	🖺 Save 🔇	De	lete					
Transporta	tion Calendar							
Edit Calend	ar				Start Date		End Date	
7 12-13	Fern Creek Tradition	nal H			08/21/201	2	06/05/2013	
7 11-12	FERN CREEK TRADI	TION/	AL H		01/30/201	2	05/30/2012	
Transporta Calendar 12-13 Fern C *Start Date 08/21/2012 In Bus	tion Detail Creek Traditional H		ransportatio T5: Special nd Date 06/05/2013	n Code Transporte	ed ▼			
In Time		c	)ut Time					
		[	-					
In Bus Stop		C	ut Bus Stop					
						٦		
Late Bus		N	liles Transpo	orted				
Transported t	o Another District							

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.

Index	Search	Help	< .	Student,	Adrian I	ĸ				
Quatara A	desisistentes			Grade: 09	#12345678	DOB: 08/22/1	998 Gender: M			
System A	dministrator			Summary	Team	Members	Documents	Contact Log		
▼ Studen	t Information			+ Find &	Link New 1	Feam Member	Enter New	Team Member	Print Active O	nlv 👝
Gen	ieral			- I III G	LINKINGWI	cannimentiber	Linter New	v realitimentiber	1 mill Active O	
► C	ounseling			Team Mem Start Date	ber Editor	Title	Nam	)e	Role	
Aca	demic Plannin	g		11/16/2009	11/16/2009	(SPEDSTAFF)			Case Manager	· ·
▼ P	rogram Partici	pation		08/13/2009	12/18/2009 05/25/2010	Teacher Teacher			Read-Only Read-Only	
	LEP			08/13/2009	05/25/2010	Teacher			Read-Only	
	Custom Prog	grams		08/13/2009	05/25/2010	Teacher			Read-Only Read-Only	_
►H	ealth			08/13/2009	05/25/2010	Teacher			Read-Only	~
Med	licaid			Fetch Class	room Teache	rs				
► II	PA			Team Men	nber Detail					
- 1L				PersonID 742338						
				Start Date	En	d Date	Title		Role	
▼S	pecial Ed			11/16/2009	11	/16/2009	(SPEDSTAFF)		Case Manager 💌	
	General			Last Name	L		First Name			
	Caseload			Qualifications	3					
	Blank Forr	ns								<u> </u>
Stud	dent Locator									~
►R	eports			Comments						
► Instruct	tion									
▶ Census	s			Other Phone	Wo	ork Phone	Cell Phone		Email	
▶ Behavie	or			Refre	sh Census In	formation				
► Health										

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

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> 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.