

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 shows the 'Enrollments' tab selected in the General Enrollment Editor. The 'End Date' field is highlighted with a red box and contains the value '02/10/2014'. The 'End Status' dropdown is also highlighted with a red box and shows the option 'E01: First enrollment of the year'.

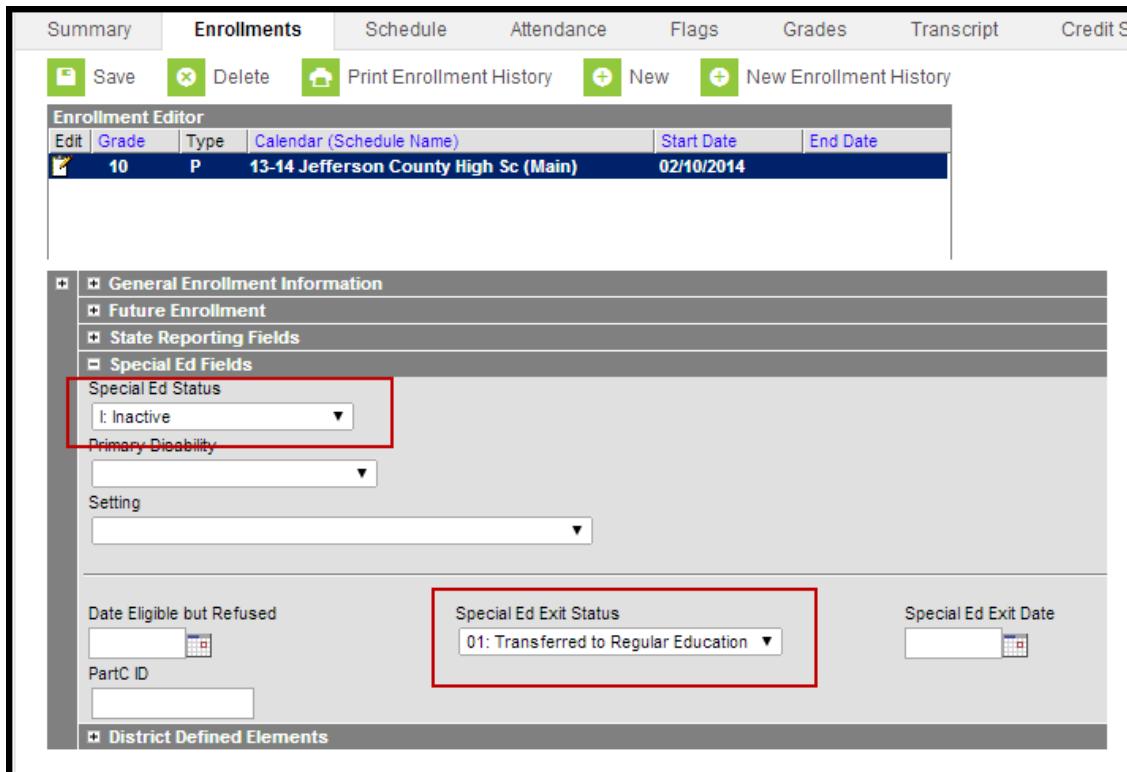
Image 1: General Enrollment Editor - End Date and End Status

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 shows the 'Enrollments' tab of the Special Education Enrollment Editor. The 'Special Ed Status' dropdown is set to 'I: Inactive' and the 'Special Ed Exit Status' dropdown is set to '01: Transferred to Regular Education'. Both dropdowns are highlighted with a red box.

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.

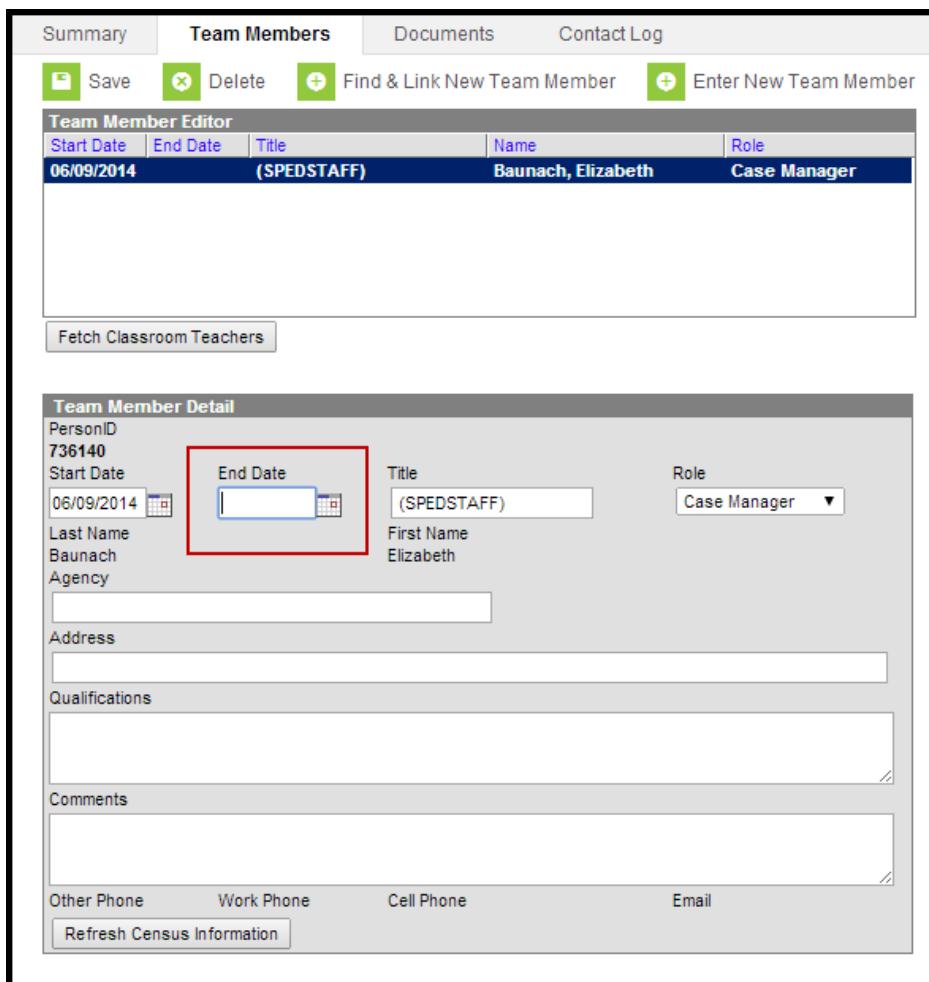
Behavior	Transportation	Fees	Lockers	Graduation	Athletics	
 New	 Save	 Delete				
Transportation Calendar						
Edit Calendar		Start Date	End Date			
 12-13 Fern Creek Traditional H		08/21/2012	06/05/2013			
 11-12 FERN CREEK TRADITIONAL H		01/30/2012	05/30/2012			
Transportation Detail						
Calendar						
12-13 Fern Creek Traditional H						
*Start Date						
08/21/2012 						
In Bus						
Out Bus						
End Date						
06/05/2013 						
In Time						
Out Time						
In Bus Stop						
Out Bus Stop						
Late Bus						
Miles Transported						
Transported to Another District						
<input type="checkbox"/>						

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 of the Special Education module. At the top, there are buttons for Save, Delete, Find & Link New Team Member, and Enter New Team Member. Below this is a 'Team Member Editor' table with the following data:

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

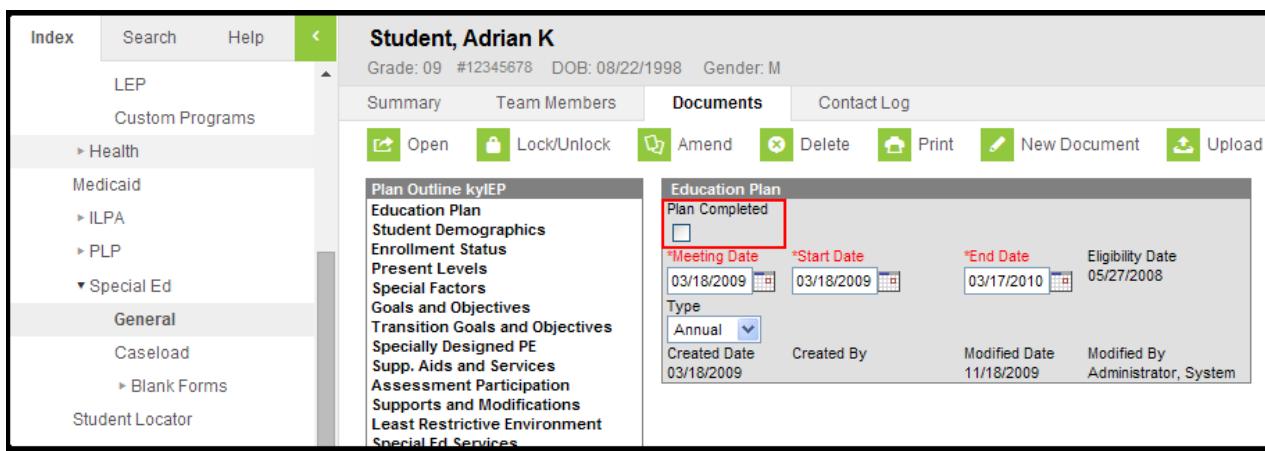
Below the table is a button labeled 'Fetch Classroom Teachers'. The main area is titled 'Team Member Detail' and contains the following fields:

- 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
- Address: (empty field)
- Qualifications: (empty field)
- Comments: (empty field)
- Other Phone: (empty field)
- Work Phone: (empty field)
- Cell Phone: (empty field)
- Email: (empty field)

At the bottom of the detail area is a button labeled 'Refresh Census Information'.

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 record for Adrian K. The left sidebar has a navigation menu with the following items:

- Index
- Search
- Help
- LEP
- Custom Programs
- Health
- Medicaid
- ILPA
- PLP
- Special Ed

 - General
 - Caseload
 - Blank Forms
 - Student Locator

The 'Documents' tab is selected. The 'Education Plan' section shows the following details:

Plan Completed <input checked="" type="checkbox"/>	*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

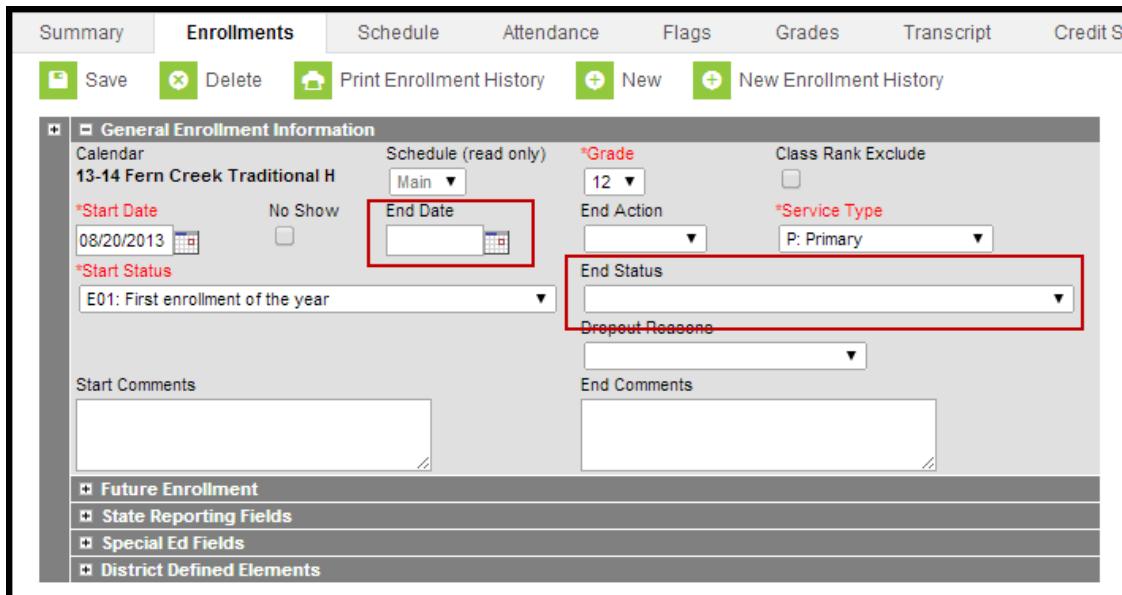
Open the modified plan from the student's Documents tab. On the Education Plan editor, mark the Plan Completed checkbox and select OK on the warning that appears. Click the Save icon in the action bar. The plan is now locked.

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. At the top, there are buttons for Save, Delete, Print Enrollment History, New, and New Enrollment History. The 'Enrollments' tab is selected. The main form has sections for 'General Enrollment Information', 'Future Enrollment', 'State Reporting Fields', 'Special Ed Fields', and 'District Defined Elements'. The 'General Enrollment Information' section contains fields for Start Date (08/20/2013), Start Status (E01: First enrollment of the year), End Date (highlighted with a red box), End Action, End Status (highlighted with a red box), Service Type (P: Primary), Class Rank Exclude, and Dropout Reasons. Below these are Start and End Comments text areas.

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 'Enrollments' tab selected in the top navigation bar. Below the navigation bar are standard save, delete, and print buttons, followed by 'New' and 'New Enrollment History' buttons. The main content area is titled 'General Enrollment Information' and includes sections for 'Future Enrollment', 'State Reporting Fields', and 'Special Ed Fields'. The 'Special Ed Status' dropdown is set to 'I: Inactive' and is highlighted with a red box. The 'Special Ed Exit Status' dropdown is set to '01: Transferred to Regular Education' and is also highlighted with a red box. The 'Special Ed Exit Date' field is set to '06/06/2014' and is highlighted with a red box. Other fields like 'Primary Disability' and 'Setting' are also present but not highlighted.

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 selected in the top navigation bar. Below the navigation bar are 'New', 'Save', and 'Delete' buttons. The main content area is titled 'Transportation Calendar' and displays a table with two rows: '12-13 Fern Creek Traditional H' with a start date of 08/21/2012 and an end date of 06/05/2013, and '11-12 FERN CREEK TRADITIONAL H' with a start date of 01/30/2012 and an end date of 05/30/2012. Below the calendar is a 'Transportation Detail' section. The 'Transportation Code' dropdown is set to 'T5: Special Transported' and is highlighted with a red box. The 'End Date' field is set to '06/05/2013' and is also highlighted with a red box. Other fields like 'In Bus', 'Out Bus', 'In Time', 'Out Time', 'In Bus Stop', 'Out Bus Stop', 'Late Bus', 'Miles Transported', and 'Transported to Another District' are also present but not highlighted.

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.

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

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.

The screenshot shows the Infinite Campus software interface for a student named Adrian K. The top navigation bar includes 'Index', 'Search', 'Help', and a user icon. The main content area is titled 'Student, Adrian K' with details: Grade: 09, #12345678, DOB: 08/22/1998, Gender: M. Below this are tabs for 'Summary', 'Team Members', 'Documents' (which is selected), and 'Contact Log'. The 'Documents' tab has actions: 'Open', 'Lock/Unlock', 'Amend', 'Delete', 'Print', 'New Document', and 'Upload'. A sub-menu for 'Plan Outline kyleP' is open, listing items like 'Education Plan', 'Student Demographics', 'Enrollment Status', etc. The 'Education Plan' section shows a checkbox for 'Plan Completed' which is checked and highlighted with a red border. Other fields include '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' (empty), '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.