

Student Records Transfer - Special Education Process (Kentucky)

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[Special Education Records Transfer](#)

Special Education Records Transfer

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.

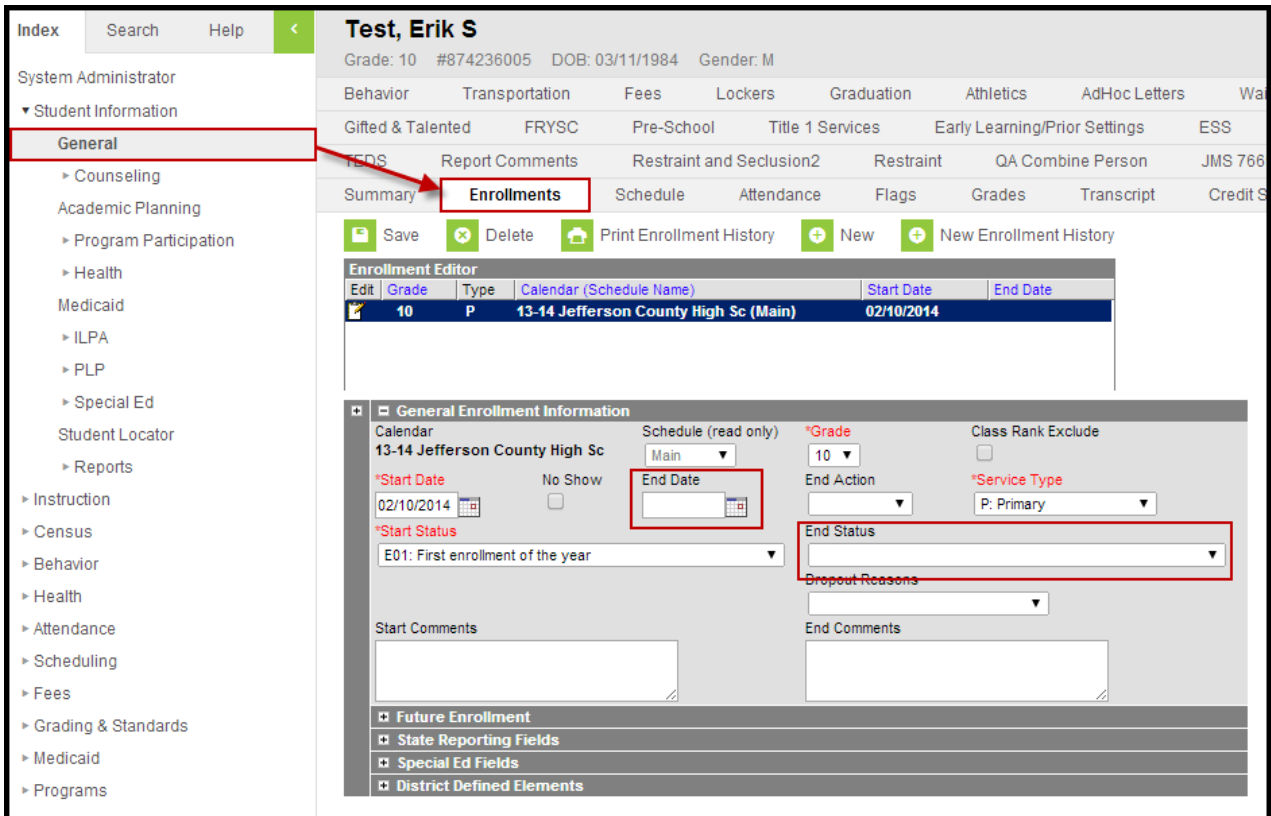


Image 1: General Enrollment Editor - End Date and End Status

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.

The screenshot shows the 'Enrollment Editor' interface for a student record. The 'Special Ed Status' dropdown menu is highlighted with a red box and contains the option 'I: Inactive'. Below it, the 'Special Ed Exit Status' dropdown menu is also highlighted with a red box and contains the option '01: Transferred to Regular Education'. Other visible fields include 'Primary Disability', 'Setting', 'Date Eligible but Refused', and 'Special Ed Exit Date'. The interface includes tabs for 'Summary', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', 'Transcript', and 'Credit S'. Action buttons for 'Save', 'Delete', 'Print Enrollment History', 'New', and 'New Enrollment History' are located at the top.

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.

Behavior **Transportation** Fees Lockers Graduation Athletics

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

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.

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 the tabs are buttons for '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 shows 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 with a red box. 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 by the 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

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

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

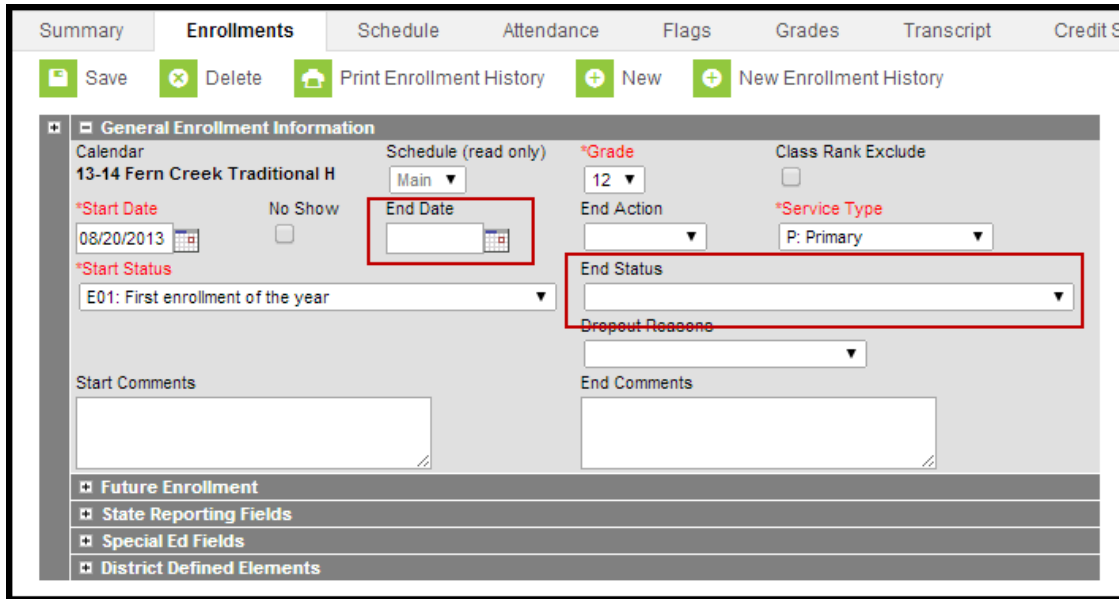


Image 1: General Enrollment Editor - End Date and End Status

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.

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: [Dropdown]

Setting: [Dropdown]

Date Eligible but Refused: [Calendar]

PartC ID: [Text]

Special Ed Exit Status: 01: Transferred to Regular Education

Special Ed Exit Date: 06/06/2014

District Defined Elements

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.

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

New | Save | Delete

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

In Bus: [Dropdown] | Out Bus: [Dropdown]

In Time: [Text] | Out Time: [Text]

In Bus Stop: [Text] | Out Bus Stop: [Text]

Late Bus: [Dropdown] | Miles Transported: [Text]

Transported to Another District:

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.

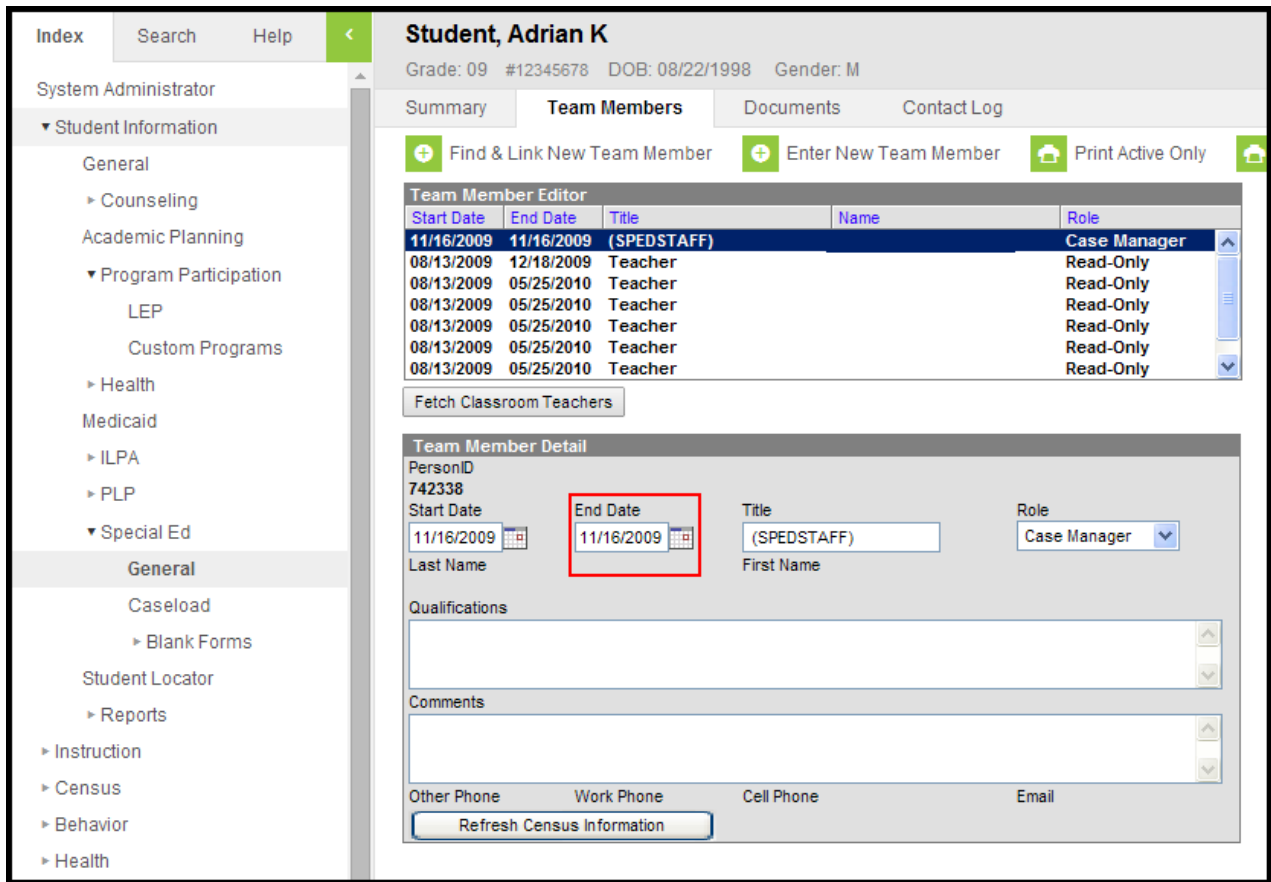


Image 4: Special Education Team Member Tab - End Date

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 transferring out of the district.

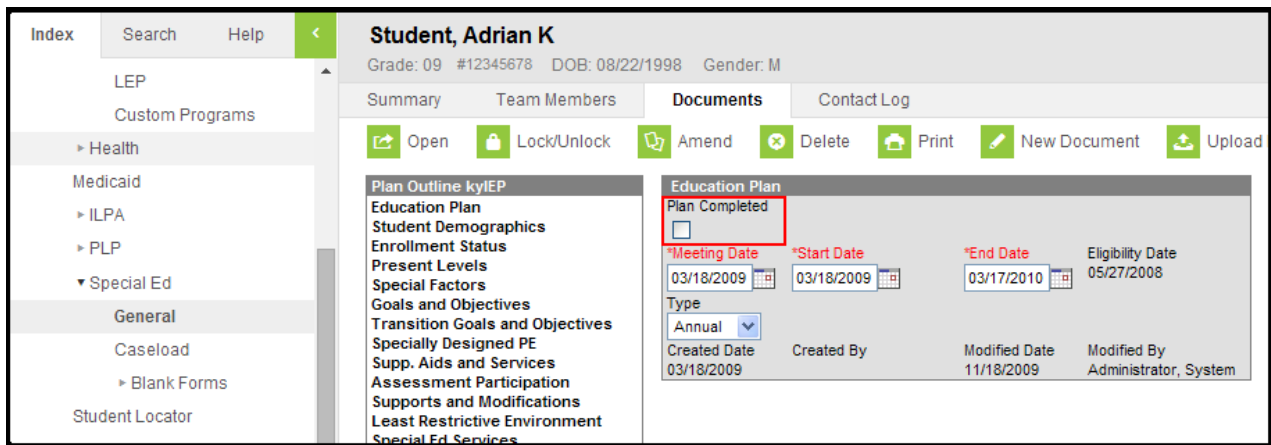


Image 5: Special Education Plan Completed

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.