

Student Records Transfer - Special Education Process (Kentucky)

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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.

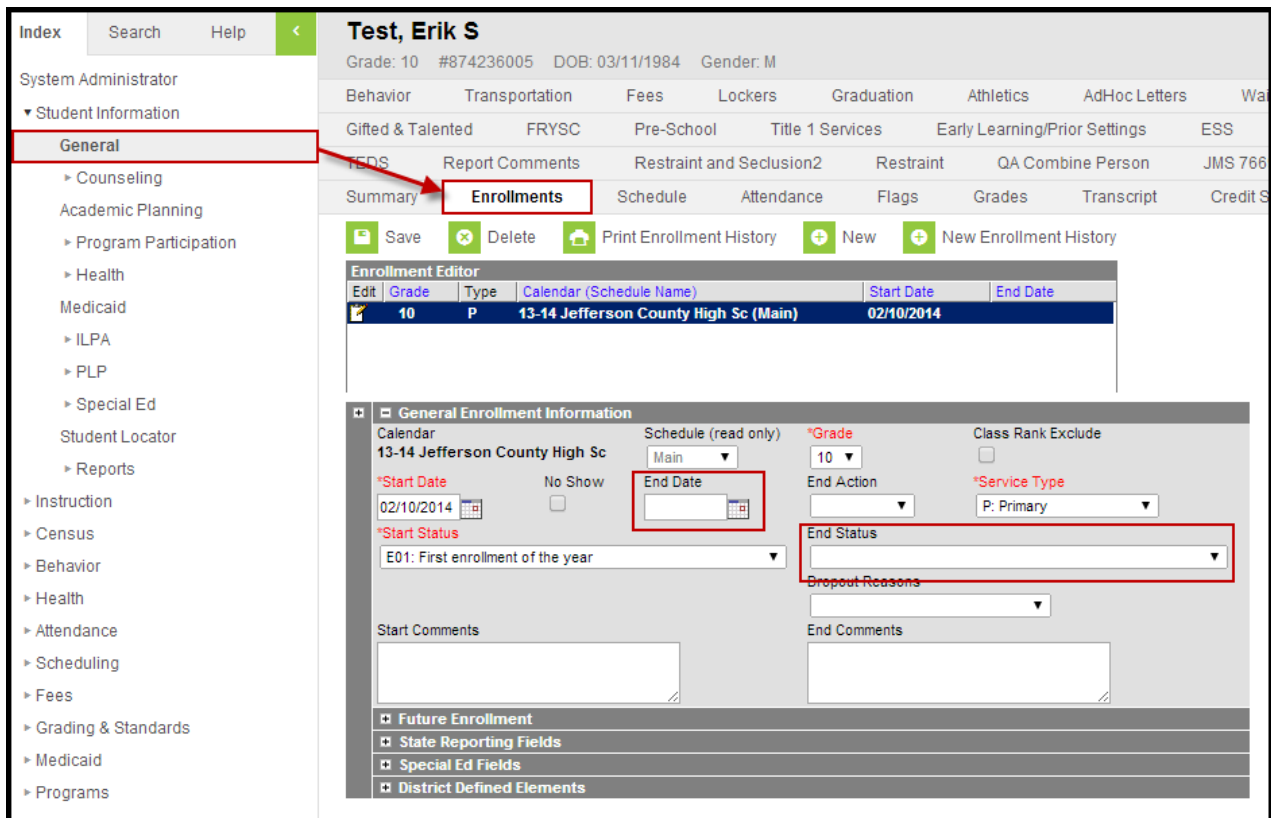


Image 1: General Enrollment Editor - End Date and End Status

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 with the following details:

- Enrollment Editor Table:**

| Edit | Grade | Type | Calendar (Schedule Name) | Start Date | End Date |
|------|-------|------|---------------------------------------|------------|----------|
| | 10 | P | 13-14 Jefferson County High Sc (Main) | 02/10/2014 | |
- Special Ed Fields Section:**
 - Special Ed Status:** I: Inactive
 - Primary Disability:** [Empty dropdown]
 - Setting:** [Empty dropdown]
 - Special Ed Exit Status:** 01: Transferred to Regular Education
 - Special Ed Exit Date:** [Empty date field]
 - Date Eligible but Refused:** [Empty date field]
 - PartC ID:** [Empty text field]

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

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

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 is an action bar with buttons for 'Save', 'Delete', 'Find & Link New Team Member', and 'Enter New Team Member'. The main content 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 'Open' button and a 'Lock/Unlock' button. The 'Education Plan' section is highlighted, showing 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 is set to 'Annual'. The Created Date is 03/18/2009, Created By is Administrator, System, and 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

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

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

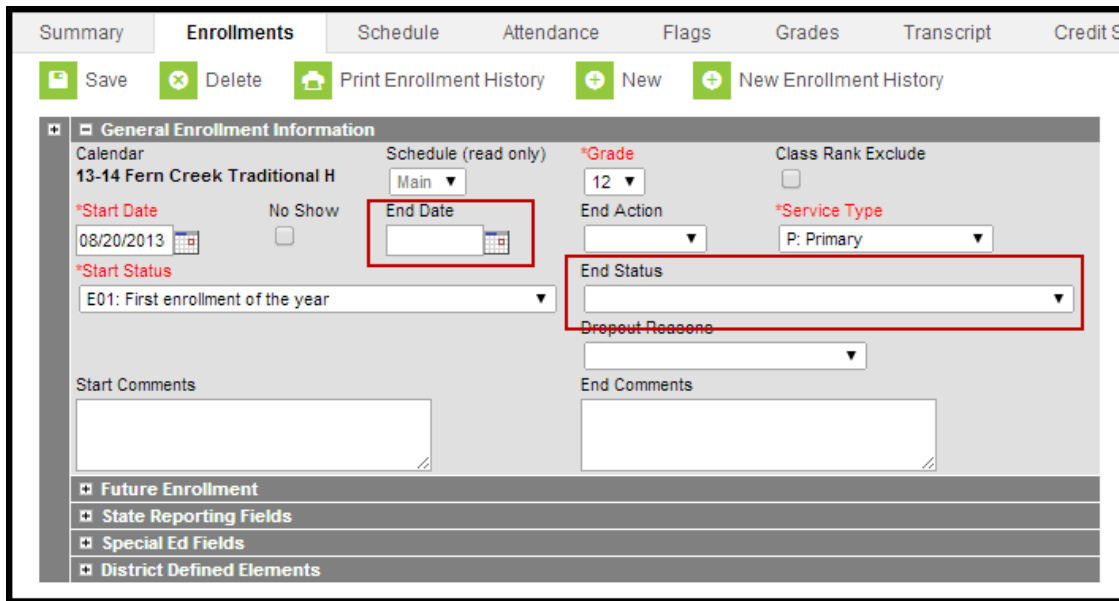


Image 1: General Enrollment Editor - End Date and End Status

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.

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 'PartC ID'.

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.

The screenshot shows the 'Transportation' tab with a 'Transportation Calendar' table and a 'Transportation Detail' form. The 'Transportation Code' dropdown in the detail form is set to 'T5: Special Transported' and the 'End Date' is '06/05/2013'.

| 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 |

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 displays the 'Team Members' tab for a student named Adrian K. The interface includes a navigation menu on the left and a main content area. The main content area shows a table of team members and a 'Team Member Detail' section. The 'End Date' field in the 'Team Member Detail' section 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.

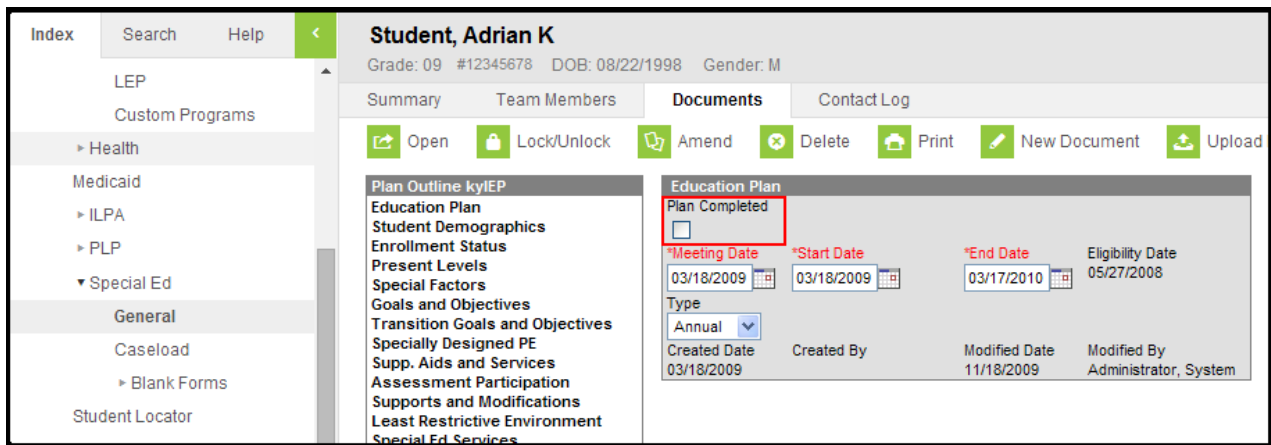


Image 5: Special Education Plan Completed

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.