

# 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.

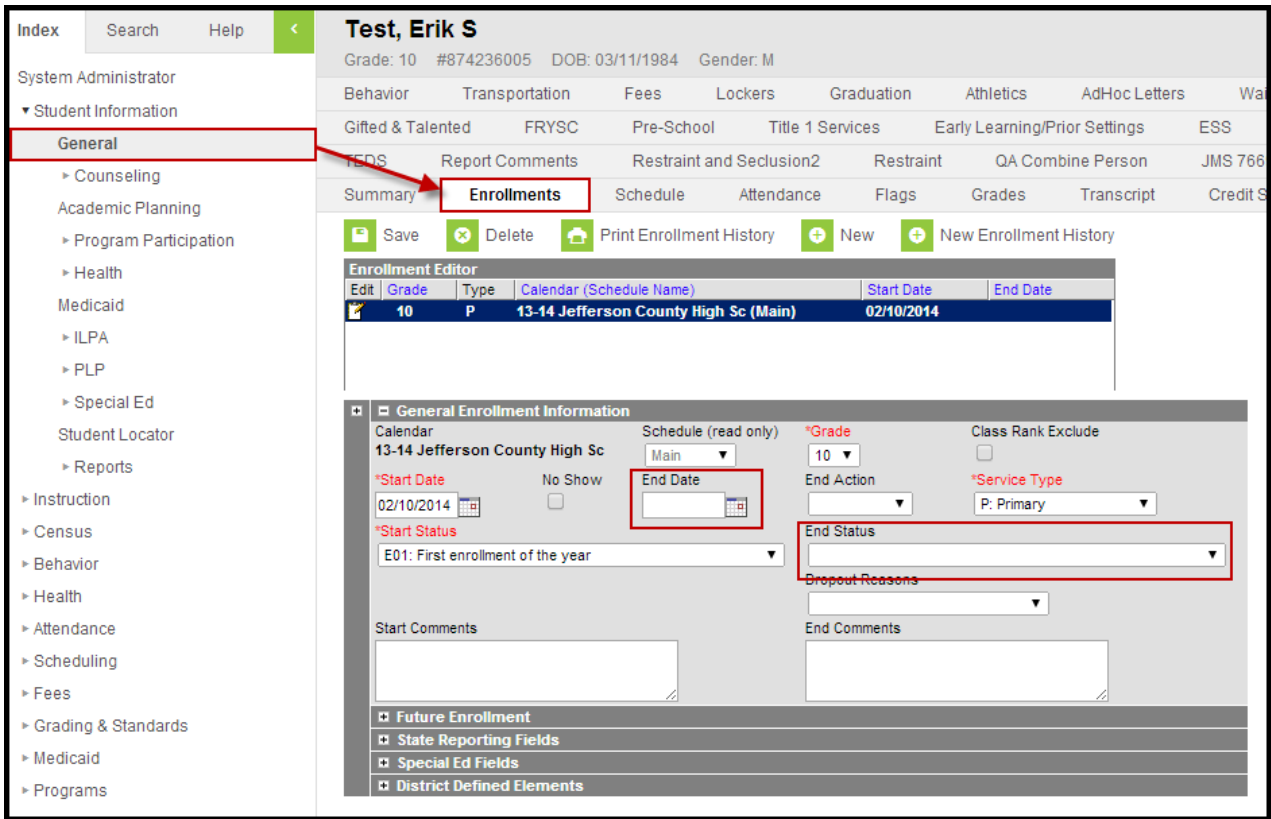


Image 1: General Enrollment Editor - End Date and End Status

## 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 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

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

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**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 Special Education 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 area is titled 'Team Member Editor' and contains a table with one row:

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 in red. Below it 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, Modified Date is 11/18/2009, and Modified By is 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.

The screenshot shows the 'General Enrollment Information' editor. The 'End Date' field is highlighted with a red box. The 'End Status' dropdown menu is also highlighted with a red box. The 'Start Date' is 08/20/2013, and the 'Start Status' is 'E01: First enrollment of the year'. The 'Grade' is 12, and the 'Service Type' is 'P: Primary'. The 'End Action' field is empty. The 'Dropout Reasons' dropdown menu is also visible. The 'Start Comments' and 'End Comments' text areas are empty.

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 table lists two records for '12-13 Fern Creek Traditional H' and '11-12 FERN CREEK TRADITIONAL H'. The detail form for the 12-13 record shows a 'Transportation Code' of 'T5: Special Transported' and an 'End Date' of '06/05/2013'. Other fields include 'Start Date', 'In Bus', 'Out Bus', 'In Time', 'Out Time', 'In Bus Stop', 'Out Bus Stop', 'Late Bus', and 'Miles Transported'.

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

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.

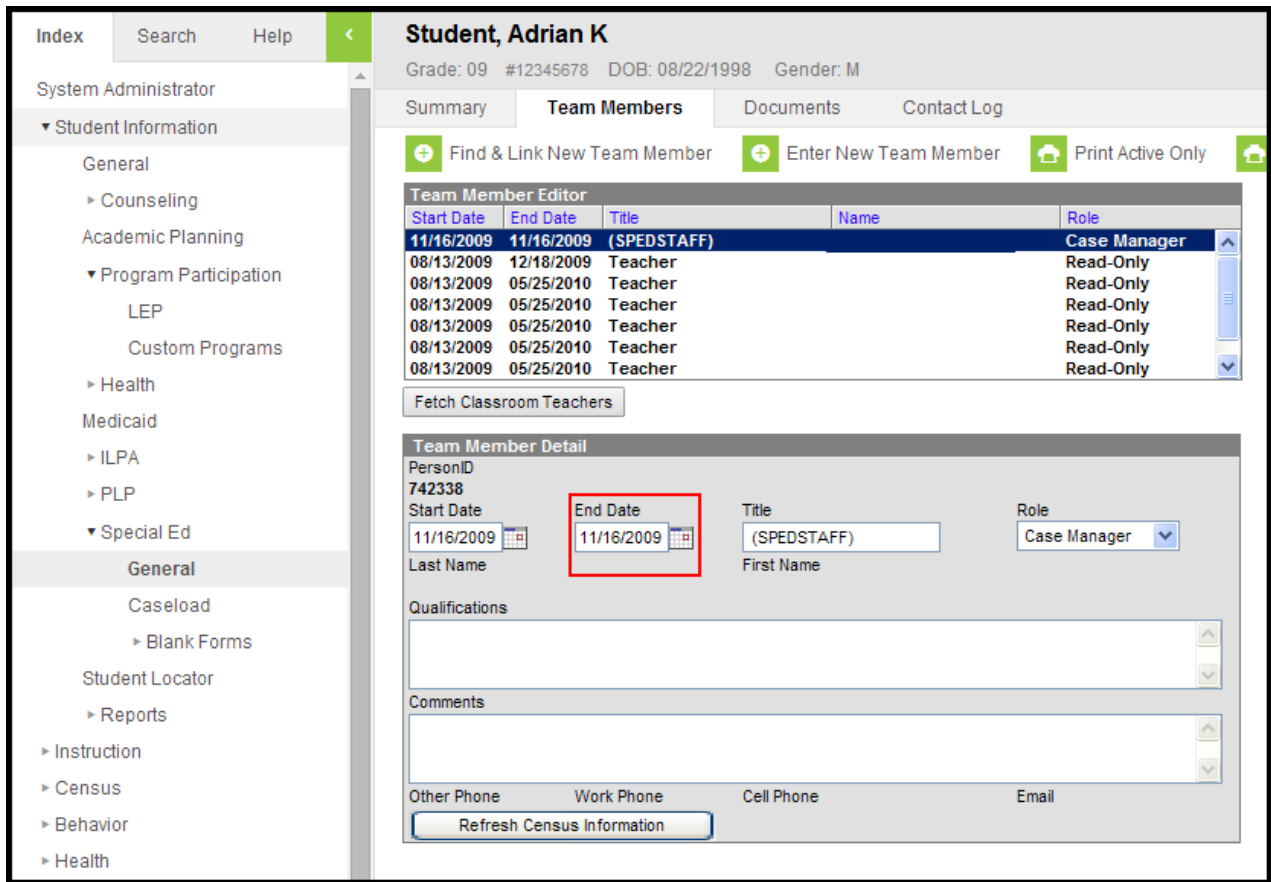


Image 4: Special Education Team Member Tab - End Date

## 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.



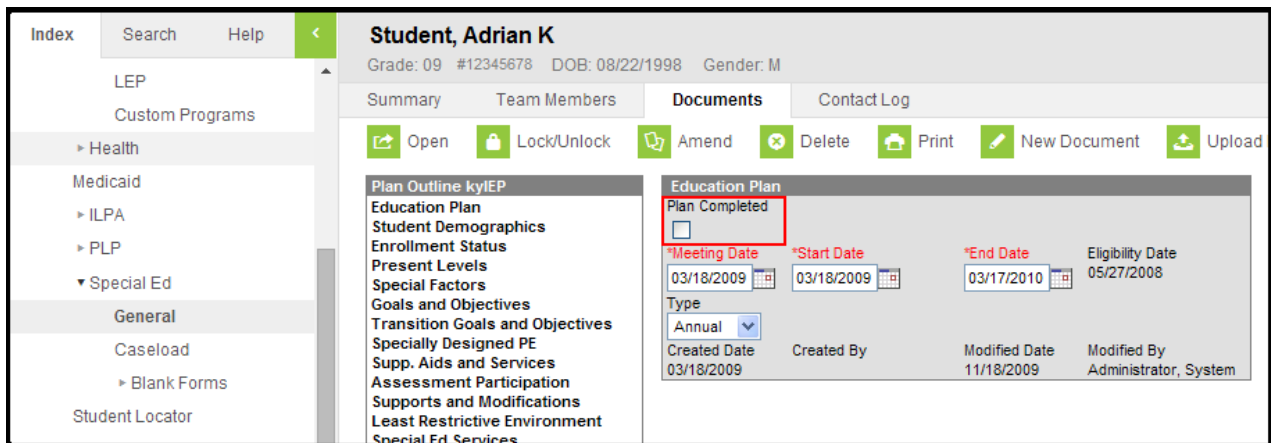


Image 5: Special Education Plan Completed

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.